



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
B3J 1T3  
Nova Scotia  
Bid Fax: (902) 496-5016

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT

<b>Title - Sujet</b> Janitorial - Mess, Dining & Accom.	
<b>Solicitation No. - N° de l'invitation</b> W6837-175257/A	<b>Date</b> 2016-07-20
<b>Client Reference No. - N° de référence du client</b> W6837-17-5257	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$HAL-219-9904	
<b>File No. - N° de dossier</b> HAL-6-77049 (219)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-08-30</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Daylight Saving Time ADT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Richard, Linda K.	<b>Buyer Id - Id de l'acheteur</b> hal219
<b>Telephone No. - N° de téléphone</b> (902) 496-5261 ( )	<b>FAX No. - N° de FAX</b> (902) 496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE SEE HEREIN OTTAWA ONTARIO K1A0K2 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Atlantic Region Acquisitions/Région de l'Atlantique  
Acquisitions  
1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
B3J 3C9  
Nova Scot

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## NOTICE

### Security

This note is to advise ALL interested bidders that in order to be awarded a contract which contains a security requirement, all bidders MUST hold a valid Security Clearance granted or approved by PWGSC Canadian Industrial Security Directorate (CISD) at the level indicated in this solicitation document. Should the bidder not currently hold a valid Security Clearance or require the level to be upgraded, PWGSC will sponsor the bidder. Please submit your written request with the following information to Linda Richard by facsimile 902-496-5261 or by email to: [linda.k.richard@pwgsc-tpsgc.gc.ca](mailto:linda.k.richard@pwgsc-tpsgc.gc.ca).

- Legal Company Name
- Mailing address
- Surname and given name of contact person
- Telephone number of contact person
- Title of contact person
- Facsimile number
- E-mail address of contact person
- Procurement Business Number
- Preferred Language of Correspondence
- Level of Security Required

Additional information on PWGSC security can be found on the following web site:<http://ssi-iss.tpsgc-pwgsc.gc.ca> or by dialing 1-866-368-4646 (toll-free).

## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification and DND 626 Task Authorization Form.

### **1.2 Summary**

- 1.2.1 The scope of work comprises the furnishing of all labour, materials, tools equipment and transportation required for the complete and satisfactory janitorial service as specified herein for the following buildings at CFB Halifax, Stadacona, Department of National Defence, Halifax, NS
  - Building S85 – Russell House (officer`s quarters)
  - Building S105 – Juno Tower (Wardroom and C&PO`s) and
  - Building S117 – Tribute Tower (Jr Ranks)

The period of the contract will be for two (2) years with the option to extend up to 3 additional periods of 1 year each.

- 1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website”.
- 1.2.3 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

1.2.4 The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled *Federal Contractors Program for Employment Equity - Certification.*"

### 1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### 2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

### 2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## 2.4 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

## 2.5 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at CFB Stadacona on August 11, 2016. The site visit will begin at 09:30 ADT in Juno Tower.

Personnel security screening is required prior to gaining authorized access to *PROTECTED information, assets, or sites*. Bidders must communicate with the Contracting Authority no later than 09:00 ADT August 8, 2016 to confirm attendance and provide the name(s) of the person(s) who will attend. The Bidder's Company Security Officer (CSO) must ensure that their representatives hold a valid security clearance at the required level for the site visit. Failure to comply with the security requirements will result in the representative(s) being denied access to the site.

Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

Canada requests that Bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (1 hard copy)

Section II: Financial Bid (1 hard copy) electronic copy on CD or DVD

Section III: Certifications (1 hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

### **Section I: Technical Bid**

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

### **Section II: Financial Bid**

**3.1.1** Bidders must submit their financial bid in accordance with Attachment 1: Financial Proposal. The total amount of Applicable Taxes must be shown separately.

#### **3.1.2 Electronic Payment of Invoices – Bid**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex “A” to Part 3, Electronic Payment Instruments, to identify which ones are accepted.

If Annex “A” to Part 3 Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

### **Section III: Certifications**

Bidders must submit the certifications and additional information required under Part 5.

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

**4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

**4.1.1 Technical Evaluation**

**4.1.1.1. Mandatory Technical Criteria**

- A. Attendance at the Mandatory Site Visit
- B. Contractor's qualifications in accordance with 4.1.1.2 below
- C. Working on-site supervisors qualifications in accordance with 4.1.1.2 below;
- D. Submission of prices and rates for all items listed in the RFP, Annex B, Basis of Payment

**4.1.1.2 Mandatory Contractor's Experience and Past Performance**

The bidder must provide evidence of its experience and past performance by referencing two (2) projects or contracts satisfactorily rendered for a minimum of twelve (12) consecutive months within the past five (5) years, wherein the range of janitorial services provided are comparable to those described in this Request for Proposal (RFP). Please provide the information in the format shown below. Please submit a separate table for each project.

PROJECT/CONTRACT REFERENCE NO.: _____	
Name of client organization or Company	Name: _____
Name and title of client contact	Name: _____ Title: _____
Telephone and facsimile number of client contact	Phone No.: _____ Facsimile: _____
Approximate size in square meters of the cleanable area of the project or contract:	_____ square meters
Location/site of the project or contract:	_____
Performance period of the project or contract (indicate month and year)	From: Month _____ Year _____ To: Month _____ Year _____
Description of Project or Contract: _____	


#### 4.1.1.3 Mandatory Working On-site Supervisor(s) Expertise and Experience

(a) Identify below the Contractor's Working On-Site Supervisor(s) who will be assigned to this Contract. It is Mandatory that the Working On-Site Supervisor(s) have a minimum of (2) consecutive years experience in a supervisory role in the field of janitorial services.

Name of Working On-site Supervisor(s)	

(b) The bidder must provide evidence of its experience and satisfactory performance of the Working On-Site Supervisor(s). Do so by referencing one (1) or more projects or contracts for clients of a duration of a minimum of six (6) consecutive months (total experience must add up to 2 consecutive years), within the past ten (10) years, in providing janitorial services in a range comparable in size, scope and complexity to those described in the Request for Proposal (RFP).

**Please provide the information in the format shown below. Please submit a separate table for each supervisor.**

Reference No: _____: Working On-Site Supervisor Name: _____	
Name of client organization or Company	
Name and title of client contact	Name  Title
Phone and Facsimile number of client contact	Phone No.:  Fax No.:
Approximate size in square meters of the cleanable area of the project or contract.	_____square meters
Location/site of the project or contract	
Value of the project or contract:	

Performance period of the project or contract (indicate month and year)	From: Month _____ Year _____ To: Month: _____ Year: _____
Description of the Project or Contract:  _____  _____  _____	
Responsibilities of the individuals  _____  _____  _____	

#### 4.1.2 Financial Evaluation

The Total Cost will be evaluated in Canadian dollars, the Goods and Services Tax, or the Harmonized Sales Tax excluded. The unit price will govern in establishing the extended price.

##### 4.1.2.1 Mandatory Financial Criteria

Offerors must submit their financial bid in accordance with Attachment 1, Financial Proposal.

#### 4.2 Basis of Selection

##### 4.2.1 Mandatory Technical Criteria

SACC *Manual* Clause [A0031T](#) (2010-08-16) Basis of Selection – Mandatory Technical Criteria

### PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

## 5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

## 5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's website](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed) ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969#afed](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed)).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), for each member of the Joint Venture.

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## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 6.1 Security Requirements

#### **1. At the date of bid closing, the following conditions must be met:**

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, Bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### 6.2 Bid Financial Security

1. Bidders must provide bid financial security consisting of:
  - a. a security deposit as defined in clause E0008T, or
  - b. a bid bond form PWGSC-TPSGC 504, which must be accepted as security by one of the bonding companies listed in Treasury Board Contracting Policy, Appendix L, Acceptable Bonding Companies.
2. Security deposits in the form of government guaranteed bonds with coupons attached will be accepted only if all coupons that are unmaturing, at the time the security deposit is provided, are attached to the bonds. Bidders must provide written instructions concerning the action to be taken with respect to coupons that will mature while the bonds are pledged as security, when such coupons are in excess of the security deposit requirement.
3. If the financial security is in the form of a bill of exchange or a government guaranteed bond and:
  - a. the bid price is \$250,000 or less, the amount of the security deposit must represent ten (10) percent of the bid price; or
  - b. the bid price exceeds \$250,000, the amount of the security deposit must be \$25,000 plus ten (10) percent of the amount by which the bid price exceeds \$250,000, to a maximum of \$500,000.
4. If the financial security is a bid bond, the amount of the bond must represent ten (10) percent of the bid price.

- 
- Bidders who provide a security deposit as bid financial security must submit their bid under seal (does not apply in Quebec).

### 6.2.1 SACC Manual Clauses

SACC Manual clause E0003T (2014-09-25) Security Deposit – Bid and Contract Financial Security Required

SACC Manual clause E0008T (2014-09-25) Security Deposit Definition – Bid

### 6.3 Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex D.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

## PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### 7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

#### 7.1.1 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

##### 7.1.2.1 Task Authorization Process

#### Task Authorization:

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

#### Task Authorization Process:

- The Technical Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in Annex E .

2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Technical Authority, within 2 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

### **7.1.2.2 Task Authorization Limit**

The Technical Authority may authorize individual task authorizations up to a limit of \$5,750.00, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Technical Authority before issuance.

### **7.1.2.3 Canada's Obligation - Portion of the Work - Task Authorizations**

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

### **7.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations**

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

### **Reporting Requirement- Details**

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

---

**For each authorized task:**

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

**For all authorized tasks:**

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

**7.1.2.5 Limitation of Expenditure – Cumulative Total of All Task Authorizations C9010C**

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ 57,750 per year . Customs duties are included and Applicable Taxes are included.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 7.1.2.6 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by the Technical Authority. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

## 7.2 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

### 7.2.1 General Conditions

2035 (2016-04-04), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

## 7.3 Security Requirements

**7.3.1** The following security requirements (*SRCL and related clauses provided by ISP*) apply and form part of the Contract.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid **Designated Organization Screening** (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Services and Procurement Canada (PSPC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PSPC.
3. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PSPC.
4. The Contractor/Offeror must comply with the provisions of the:
  - a. Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - b. *Industrial Security Manual* (Latest Edition).

## 7.4 Term of Contract

### 7.4.1 Period of the Contract

The period of the Contract is from October 1, 2016 to September 30, 2018 inclusive.

### 7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## 7.5 Authorities

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Linda Richard  
 Title: Senior Supply Officer  
 Public Works and Government Services Canada  
 Acquisitions Branch

Address: 1713 Bedford Row  
 Halifax, NS B3J 3C9

Telephone: (902) 496-5261  
 Facsimile: (902) 496-5016  
 E-mail address: linda.k.richard@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### 7.5.2 Technical Authority

The Technical Authority for the Contract is: (to be named upon award of contract)

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
 Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
 E-mail address: \_\_\_\_\_

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 7.5.3 Contractor's Representative (Please complete)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Procurement Business Number:  
Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

### 7.6 Payment

#### 7.6.1 Basis of Payment

For the Work described in the Statement of Work in Annex A :

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price for a cost of \$\_\_\_\_\_ (*amount inserted at contract award*). Customs duties are included and Applicable Taxes are extra.

For the firm price portion of the Work only, Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

#### 7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$100,000.00 . Customs duties are *included* and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### **7.7.3 Limitation of Price**

*SACC Manual* clause C6000C (2011-05-16) Limitation of Price

### **7.7.4 Monthly Payment**

*SACC Manual* Clause H1008C (2008-05-12) Monthly Payment

### **7.7.5 SACC Manual Clauses**

*SACC Manual Clause* A9117C (2007-11-30) T1204 – Direct Request by Customer Department

### **7.7.5 Electronic Payment of Invoices – Contract**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

### **7.7.6 Discretionary Audit**

*SACC Manual Clause* C0100C (2010-01-11) Discretionary Audit – Commercial Goods and/or Services

### **7.7.7 Time Verification**

*SACC Manual Clause* C0711C (2008-05-12) Time Verification

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## 7.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must:

- a) Specify the contract as 5257 Messing, Dining and Accommodations Complexes
- b) Be itemized by building, showing the following mandatory information for each building:
  1. Building number and name;
  2. Basic monthly billing charge (\$/month)
  3. Total basic monthly charges;
  4. HST; and
  5. Total invoice amount.

Each invoice must be supported by:

- A copy of time sheets to support the time claimed;
- A copy of the release document and any other documents as specified in the Contract;
- A copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- A copy of the monthly progress report.

The Contractor has the option of offering a 1% discount to allow payment in ten (10) days, which must be noted on the invoice.

2. Invoices must be distributed as follows:

1. The original and one (1) copy must be forwarded to the address below for certification and payment.

Accounts Payable  
Real Properties Operations Section - Halifax  
Maritime Forces Atlantic  
P.O. Box 99000, Stn Forces  
Willow Park #7  
Halifax, NS B3K 5X5

2. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

As example of an acceptable invoice is shown in Annex E of Annex A – Statement of Work. The actual design may vary, but the aforementioned information must be included. No invoices will be processed without all of the proper information outlined above.

## 7.9 Certifications and Additional Information

### 7.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

### 7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

### 7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

### 7.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions, 2035 (2016-04-04), General Conditions - Higher Complexity - Services
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the signed Task Authorizations (including all of its annexes, if any);
- (g) the Contractor's bid dated \_\_\_\_\_,

### 7.12 Defence Contract

SACC Manual clause A9006C (2012-07-16) Defence Contract

SACC Manual clause A9062C (2011-05-16) Canadian Forces Site Regulations

### 7.13 Foreign Nationals (Canadian Contractor)

SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

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**7.14 Insurance**

SACC *Manual* clause G1005C (2016-01-28) Insurance

**7.15 Financial Security**

1. The Contractor must provide one of the following contract financial securities within ten (10) calendar days after the date of contract award:
  - a. a performance bond form PWGSC-TPSGC 505 in the amount of ten (10) percent of the Contract Price; or
  - b. a performance bond form PWGSC-TPSGC 505 and a labour and material payment bond form PWGSC-TPSGC 506, each in the amount of ten (10) percent of the Contract Price; or
  - c. a labour and material payment bond form PWGSC-TPSGC 506 in the amount of ten (10) percent of the Contract Price; or
  - d. a security deposit as defined in clause E0008C in the amount of ten (10) percent of the Contract Price.

Any bond must be accepted as security by one of the bonding companies listed in Treasury Board Contracting Policy, Appendix L, Acceptable Bonding Companies.

2. Security deposits in the form of government guaranteed bonds with coupons attached will be accepted only if all coupons that are unmaturing, at the time the security deposit is provided, are attached to the bonds. The Contractor must provide written instructions concerning the action to be taken with respect to coupons that will mature while the bonds are pledged as security, when such coupons are in excess of the security deposit requirement.
3. If Canada does not receive the required financial security within the specified period, Canada may terminate the Contract for default pursuant to the Contract default provision.

**7.15.1 SACC *Manual* clause E8000C (2014-09-25) Financial Security Definition**

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## **ANNEX "A"**

### **STATEMENT OF WORK**

Please refer to attached "Specification Janitorial Service Contract for the Messing, Dining and Accommodations Complexes, CFB Halifax, NS."

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## **ANNEX "B"**

### **BASIS OF PAYMENT**

*(To be completed by PWGSC upon issuance)*

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## **ANNEX "C"**

### **SECURITY REQUIREMENTS CHECK LIST**

(See attached)

## **ANNEX "A" to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts to be paid by any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)

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## ANNEX "A" to PART 5 OF THE BID SOLICITATION

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's website](#).

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.

**OR**

- A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

**OR**

- B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

## ANNEX D

### INSURANCE REQUIREMENTS

#### Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

- 
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- o. Litigation Rights: Pursuant to subsection 5(d) of the *Department of Justice Act*, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

*Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8*

**For other provinces and territories, send to:**

*Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

### **Automobile Liability Insurance**

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.

2. The policy must include the following:

- a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
- b. Accident Benefits - all jurisdictional statutes
- c. Uninsured Motorist Protection
- d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

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## **ANNEX "E"**

### **TASK AUTHORIZATION FORM (DND 626)**

**(Please see attached)**

**ANNEX "F"**

**EMPLOYEE SECURITY INFORMATION**

The Bidder should specify the following information regarding employees proposed to provide services against any resulting contract (as per Part 7, Article 3). A minimum of twenty-five (25) cleared employees must be provided including the proposed working supervisor.

<b>PROPOSED EMPLOYEES</b>				
	<b>Legal Name (First, Last)</b>	<b>Date of Birth (Day/Month/Year)</b>	<b>Position</b>	<b>Clearance Number</b>
1				
2				
3				
4				
5				
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## Attachment 1

### Financial Proposal

(Offerors are required to complete and submit the Excel File Attachment 1)

**The Financial Evaluation Total will be used for evaluation purposes only and does not represent a commitment on the part of Canada.**

Bidders must provide a firm unit price in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded. Pricing for each building will be per building per month. Should the resulting contract have to be reduced due to a building no longer requiring cleaning services (either due to down-sizing or demolition etc.), the contract may be reduced by the cost per month of that particular building to the end of the contract period. This would be done in writing by the Contracting Officer.

The Basis of Payment contains FIVE (5) tables, for each of the 2 contract years and each of the 3 option years. The first 2 years of this contract (Tables 1, and 2) do not allow for any escalation of prices beyond your bid prices. The rates for the 2 option years will be adjusted to respond to changes in the labour rates. In order to accommodate those future adjustments, please follow the instructions below when filling out your price proposals.

**Your unit pricing comprises the furnishing of all labour, materials, tools, equipment and transportation necessary for complete and satisfactory janitorial services as specified herein.**

1. You must provide a unit price for all items 1-5 for each of the 5 years in your financial proposal.
2. You must provide the same prices for items 3-5 in Years 3, 4, and 5 as you do in Year 2. Years 3, 4, and 5 represent the option years of this requirement. These are the years when the contract will be adjusted to reflect price increases or decreases (**BEYOND THE ORIGINAL QUOTED PRICES**) due to increases (or decreases) in labour or material costs.
3. The Contracting Authority will apply the increases (or decreases) at the time of contract amendment based on the following formula:
  - The prices (unit rates) shown in Year 2, will be adjusted annually for each option year on September 30. The amount of adjustment will be based on a percentage increase (decrease) of the current year's price by using the "Unadjusted CPI for Nova Scotia" (Consumer Price Index) for the 12 months ending July 31 of that year (<http://www.statcan.gc.ca/start-debut-eng-html>)
  - **Example: After the first 2 contract years**
    - Year 2 unit rate for unscheduled work is \$10.00 per hour. The CPI as of July 31, 2015 is 3.9 percent.
    - $10.00 * 3.9\% = 0.39$ . Therefore the unit rate for unscheduled work for Option Year 1 (Table 3) will be \$10.39.

- 
- Year 3 unit rate for unscheduled work is \$10.39 per hour. The CPI as of July 31, 2016 is 2.8 percent.  $10.39 * 2.8\% = 0.29$ . Therefore, the unit rate for unscheduled work for Option Year 2 (Table 4) will be \$10.68.

Department of National Defence



Specifications

Janitorial Service Contract

for the

Messing, Dining and Accommodations Complexes

CFB Halifax, NS

Job No.W6837-17-5257

2016-02-11

<u>Section</u>	<u>Title</u>	<u>Pages</u>
<u>Division 01</u>		
01 11 00	General Instructions	18
01 35 30	Health and Safety Requirements	7
01 35 35	DND Fire Safety Requirements	4
01 35 43	Environmental Procedures	2
01 61 00	Material and Equipment	6
01 70 00.00	Annex A MARLANT Solid Waste Management Program	2
01 70 00.01	Annex B Quality Standards	7
01 70 00.02	Annex C Cleaning Frequency	3
01 70 00.03	Annex D Janitorial Inspection Report	3
01 70 00.04	Annex E Sample Invoice	3
01 70 00.05	Annex F Housekeeping Supervisor Work Description	2
01 70 00.06	Annex G Housekeeper Work Description	2

PART 1 - GENERAL

1.1 DEFINITIONS

- .1 Accommodation Manager: See "Client".
- .2 As required: Frequencies are subject to change at any time without warning in order to maintain the established cleaning standard. When the frequency of a cleaning operation is "As Required (AR)", the final decision as to when this service must be carried out with the approval of the Janitorial Administrator.
- .3 Clean: For the width and breadth of the surface in question, it must be free of foreign matter down to the original surface or last protective coating.
- .4 Client: CFB Halifax Base Accommodations on behalf of the Department of National Defence (DND) and / or its representatives.
- .5 Complete and satisfactory janitorial service: The continual janitorial, housekeeping, laundry and minor maintenance procedures as specified in this document to the satisfaction of the Client and the Janitorial Administrator.
- .6 Contractor: The janitorial service Contract holder or any representative thereof.
- .7 Duty coordinator: A RPOS (Halifax) employee assigned on a rotating basis whose responsibility is to coordinate after-hours jobs.
- .8 Entity: Includes any individual or group (including Messes) that is responsible for a "Function".
- .9 Extended guest: Members living in-house for an indeterminate duration such as while on course, Temporary Duties (TD), or Imposed Restriction (IR).
- .10 Juno Tower: The building so named the Chief and Petty Officers (C&POs) and Wardroom complex of CFB Halifax, which includes the dining, lounge, accommodations and administrative areas.
- .11 Facility coordinator: A representative of Base Accommodations who oversees the day-to-day operations of Juno Tower, Russell House and Tribute Tower.
- .12 Flight of stairs: Includes steps and risers situated between two floor levels including landing (s).
- .13 Function: An event hosted through either public or non-public funds.

1.1 DEFINITIONS  
(Cont'd)

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- .14 Galley: See "Kitchen".
  - .15 Guest: An occupant of the Juno or Tribute complex, which can be either "transient" or "extended" depending upon the length of stay.
  - .16 Housekeeping staff: See "Contractor".
  - .17 Housekeeping supervisor: See "Working Supervisor".
  - .18 Inspector: The Janitorial Contract Inspector that acts on behalf of the Janitorial Administrator to oversee janitorial service delivery.
  - .19 Janitorial staff: See "Contractor".
  - .20 Tribute Tower: The building so named for the Junior Ranks complex of CFB Halifax which includes the accommodation, dining and messing facility of the junior ranks.
  - .21 Kitchen: The kitchen located in the C&POs' and Officers' Mess facility and the Junior Ranks Mess facility.
  - .22 Litter: Any discarded material foreign to the environment including but not limited to the following:
    - .1 paper;
    - .2 beverage containers;
    - .3 bottles;
    - .4 broken glass;
    - .5 wood;
    - .6 scattered bricks and stones;
    - .7 leaves;
    - .8 pieces of metal;
    - .9 plastic / paper bags;
    - .10 empty containers; and
    - .11 cloth.
  - .23 MARLANT: Maritime Forces Atlantic.
  - .24 NPF: Non-public funds.
-

1.1 DEFINITIONS  
(Cont'd)

- .25 NPF Function: Includes but is not limited to such events as dances, weddings, receptions, mixed mess dinners, etc., the cost for which is borne by the Entity hosting the event (e.g. C&POs' Mess).
- .26 Occupant: See "Guest".
- .27 Public Function: An approved "official" function subsidized in whole or in part through public support. This include Mess dinners and military ceremonial events at which attendance is normally compulsory for CF members.
- .28 Resident: See "Guest".
- .29 Servery: Located adjacent to the galley.
- .30 Supervisor: See "Working Supervisor".
- .31 Transient guest: Members living in-house for a finite duration such as while on leave, Temporary Duties (TD), or other short term stay.
- .32 VIP: Very Important Person, a guest such as a senior CF Staff Officer or visiting dignitary.
- .33 WHMIS: Workplace Hazardous Materials Information System.
- .34 Working supervisor: A Contractor representative who may be assigned janitorial duties combined with supervisory duties.

1.2 DESCRIPTION OF  
WORK

- .1 Work of this Contract comprises the furnishing of all labour, material, tools, equipment and transportation required for the complete and satisfactory janitorial service as specified herein.
- .2 The Contract bid will be based upon the Contractor providing sufficient resources as defined above to achieve the quality standards given in Annex B and maintain the cleaning frequency rate provided in Annex C.
  - .1 The mandatory staffing and amount of work (person-hours) required to maintain the established standard of cleanliness are specified in paragraph 1.8.

1.3 JANITORIAL  
ADMINISTRATOR

- .1 All reference to the Janitorial Administrator in this specification, is to be understood, that the Janitorial Administrator is representing the Real Property Operations Section - Halifax (RPOS (Halifax)).
- .2 The Janitorial Administrator will provide the Contractor with a list of his / her authorized representatives at the pre-job meeting.

1.4 WORK INCLUDED

- .1 The Contractor must furnish all managerial, administrative and direct labour personnel, as well as all equipment and materials necessary to provide complete and satisfactory janitorial service for all buildings in the manner described in this specification.
- .2 Snow and ice removal as prescribed in Section 01 11 00 General Instructions.
- .3 Cleaning of minor incidents such as toilet overflow, minor spills, etc.
- .4 Laundry Services: As outlined in paragraph 1.9.
- .5 Functions: As outlined in para 1.10.

1.5 WORK NOT INCLUDED

- .1 The following will be excluded from this Contract:
  - .1 building control, machinery or electronics rooms;
  - .2 emptying of cigarette butt receptacles;
  - .3 workshop or storage areas (except janitorial storage areas);
  - .4 interior of trophy and display cases;
  - .5 interior of appliances (refrigerators, microwave ovens etc.);
  - .6 indoor games equipment (e.g. billiard tables);
  - .7 removal of books from bookcases;
  - .8 replacement of fluorescent tubes, light bulbs;
  - .9 galleys;
  - .10 dining rooms (except area detailed in para. 1.7);
  - .11 bar serving areas;
  - .12 desks of facility / staff;
  - .13 chalkboards and whiteboards;
  - .14 rented vending machines or water coolers covered by other service agreements;
  - .15 office equipment, work stations and personal property of occupants; and
  - .16 disaster recovery services such as:

1.5 WORK NOT  
INCLUDED  
(Cont'd)

- .1 (Cont'd)
  - .16 (Cont'd)
    - .1 water damage restoration;
    - .2 fire damage restoration;
    - .3 bio-hazards wastes (e.g. blood, vomit or excessive feces, rats and mice droppings, etc.);
    - .4 oil leak / spill clean up;
    - .5 odour removal.

1.6 SPECIAL  
INSTRUCTIONS

- .1 Telephones:
  - .1 Telephones are not to be cleaned under this Contract and are not to be disconnected for any reason. Any costs associated with loss of telephone service, equipment repairs or re-programming of telephones attributed to the Contractor will be borne by the Contractor as determined by the Base Telecom Officer.
- .2 Electrical Outlets (Computers):
  - .1 Electrical outlets dedicated to or associated with computer equipment will not be used to provide electrical power for cleaning equipment.
- .3 Carpets:
  - .1 All carpets located in administrative office areas must be vacuumed once per week with a maximum of eight (8) days in-between.
- .4 Glass Surfaces:
  - .1 For purposes of this paragraph the word glass will also refer to plexiglass or other materials used as a substitute for glass.
    - .1 Glass in all doors must be cleaned on both sides.
    - .2 All ground level glass at entrances (e.g. lobbies, foyers, etc.) will be cleaned on both exterior and interior surfaces.
    - .3 All glass wholly located within a building (e.g. office windows or glass partitions) must be serviced on both sides.

1.6 SPECIAL  
INSTRUCTIONS  
(Cont'd)

- .4 (Cont'd)
  - .1 (Cont'd)
    - .4 Exterior facing windows must have interior surfaces cleaned.
    - .5 Inward facing side of exterior storm windows must be cleaned.
  - .5 Entrances:
    - .1 At times of inclement weather, the Contractor must routinely patrol heavy traffic areas such as entrances, lobbies and stairs and keep them clear of hazards such as litter, water, snow, ice, slush, sand, and salt.
  - .6 Washrooms facilities:
    - .1 A high level of cleanliness must be maintained in the washrooms. Clean washrooms with germicidal solution.
  - .7 Bedrooms:
    - .1 Housekeeping staff will not move occupant's personal belongings to clean the rooms and make the beds. Occupants are responsible to keep their personal belongings in a secure area.
    - .2 For the Tribute Tower only, the housekeeping staff will:
      - .1 clean and sanitize a maximum of 10 rooms per week upon vacancy;
      - .2 clean the accommodation's washrooms once per week, preferably on a set day to be determined by building manager;
        - .1 Contractor to provide supplies of toilet paper for the week.

1.7 LOCATIONS OF JOB  
SITES AND AREAS  
TO BE SERVICED

- .1 The areas to be serviced under this Contract are:
  - .1 Building S85 - Russell House (officer's quarters);
  - .2 Building S105 - Juno Tower (Wardoom and C&POs); and
  - .3 Building S117 - Tribute Tower (Jr Ranks).
- .2 The following buildings to be serviced, the cleanable area in square meters required:

1.7 LOCATIONS OF JOB  
SITES AND AREAS  
TO BE SERVICED  
(Cont'd)

- .2 (Cont'd)
- .1 S85 Russell House - 2,606 m<sup>2</sup>;
  - .2 S105 Juno Tower - 10,324 m<sup>2</sup>; and
  - .3 S117 Tribute Tower - 7,317 m<sup>2</sup>.
- .3 The total cleanable area of the buildings in this Contract is estimated at 20,247 square meters (m<sup>2</sup>).
- .4 The area does include the Juno Tower Windsor dining room up to the edge of the hardwood floor / steam line. This area is included to be cleaned under the Contract when the temporary wall is open.

1.8 WORKING HOURS  
AND STAFFING  
REQUIREMENTS

- .1 Juno Tower and Tribute Tower operate seven (7) days per week including Federal statutory holidays. Thus, normal work days will be Monday through Sunday inclusive.
- .2 All Contractor employed housekeeping staff must work an eight-hour (8) day, with start and end times as directed by the Client to accomodate operational requirements.
- .3 Mandatory staffing and shifts requirements must be as follows:

Staff Function	# of staff <sup>1</sup>	Shift <sup>2</sup>	Start / End <sup>2</sup>
S105 Housekeeper	16	Mon - Sun	0700 / 1530
S105 Housekeeper	3	Mon - Fri	1500 / 2330
S105 Housekeeper	1	Tue - Sun	2300 / 0730
S105 Laundry	3	Mon - Fri	0800 / 1630
S105 Laundry	3	Sat/Sun/Stat	0900 / 1730
S117 Housekeeper	8	Mon - Fri	0700 / 1530
S117 Housekeeper	5	1 day (TBD) <sup>3</sup>	0700 / 1530
S117 Housekeeper	3	Sat/Sun/Stat	0730 / 1530
S117 Housekeeper	1	Mon - Sun	1500 / 2330
S85 Housekeeper	3	Mon - Fri	0700 / 1530
S85 Housekeeper	1	Sat/Sun/Stat	0730 / 1530
Snow clearing Functions	Note 4 Note 5		

Notes:

- .1 Number of staff must include one (1) Working Supervisor on shift at all times.
- .2 All times and shifts are subject to change and must be adjusted as directed by the Client.



1.9 LAUNDRY SERVICE -  
POLICIES AND  
PROCEDURES  
(Cont'd)

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- .5 The laundry room attendant will be responsible for operating and maintaining laundry machines as described below:
- .1 Washers:
- .1 check washers to ensure that they are ready to use and in proper working condition;
  - .2 keep washers clean at all times;
  - .3 wipe and polish stainless steel a minimum of once per week;
  - .4 check and clean drain areas and lint traps daily;
  - .5 segregate the laundry by type and wash separately in accordance with the Client's directions;
  - .6 washers are to be loaded with the proper amount of laundry according to capacity guidelines for the brand and model, ensuring that the machine is neither over-loaded nor under-loaded;
  - .7 secure the doors and select the cycle that is appropriate for the load size and type of linen being washed, consult wall reference chart as required;
  - .8 start the machine; and
  - .9 once the wash cycle has finished, remove laundry immediately and place wet laundry in the dryer ensuring proper load capacity in accordance with guidelines for the brand and model.
- .2 Dryers:
- .1 ensure lint traps are cleaned after each load and are ready for use;
  - .2 ensure dryers are in proper working order;
  - .3 place wet laundry in the dryer immediately after completion of the wash cycle; select the temperature and amount of time as set out by the machine's guidelines for the brand and model; do not exceed the load capacity of the machine; and
-

1.9 LAUNDRY SERVICE - .5  
POLICIES AND  
PROCEDURES  
(Cont'd)

- (Cont'd)
- .2 (Cont'd)
- .4 remove laundry from the dryer after the proper cool-down period in accordance with the Client's directions. This is to reduce the potential risk of fire due to internal combustion.
- .6 Folding / Storage:
- .1 laundry is to be removed from dryers immediately and folded to the Client's specifications; and
- .2 folded laundry is to be placed on the designated storage shelves in the laundry room.
- .7 Closing Routine:
- .1 upon completion of the shift, the laundry room attendant must check the dryers ensure that they are properly shut off;
- .2 ensure the dryer is empty and the lint traps have been cleaned of lint, laundry and debris;
- .3 ensure the washer is shut off and empty;
- .4 ensure the linen count is tallied; carts and other items from the hallway are brought in and neatly stored in the laundry room or other location as specified by the Client;
- .5 turn off all lights and lock all doors;
- .6 return linen count sheets and keys to the housekeeping office;
- .7 if a night laundry room attendant has conducted laundry, he / she will carry out the aforementioned routine; the linen count sheets, duty book, and keys will be slid under the housekeeping office door.

1.10 CLEAN-UP  
RELATED TO  
FUNCTIONS  
FUNCTIONS

- .1 Housekeeping staff may be employed to perform clean up during and / or after official publicly funded functions.
- .1 Regular housekeeping staff cannot be used if the timing of the function coincides with the scheduled shift of the housekeeping staff. In this case, the Contractor will provide other suitably qualified workers with appropriate security clearances.
- .2 NPF Functions:

1.10 CLEAN-UP  
RELATED TO  
FUNCTIONS  
(Cont'd)

- .2 (Cont'd)
  - .1 They are functions that generate funds from resale activities, fees, charges or bar profits of messes such as private functions, dances, entertainment events such as mixed mess dinners where spouses or unofficial guests are invited. When an area of Juno or Tribute Tower has been booked for the purpose of hosting an NPF function, the following condition apply:
    - .1 The appropriate mess will assume administrative and financial responsibility for additional cleaning incurred by the NPF function.
  - .3 Public Funded Functions:
    - .1 Public funded functions include mess dinners and military ceremonial events that recognize occasions of military, local or national significance, such as change of command parades, colours presentation or special unit anniversaries at which attendance is normally compulsory for CF members. When an area of Juno or Tribute Tower has been booked for the purpose of hosting a publicly funded function, the following conditions apply:
      - .1 In accordance with policy manual A-PS-110-001/AG-002, a Level 1 advisor may authorize official mess functions and delegate to CO's authority for specific events, within established limits.
      - .2 The facility coordinator will advise the Janitorial Administrator in advance of any upcoming publicly funded functions.
      - .3 The Contractor must submit an estimate for the event to the Janitorial Administrator through the facility coordinator based on the attendance.
      - .4 Publicly funded functions will be invoiced as a "Task Authorization" (DND 626). Publicly funded functions will be invoiced for each function.
      - .5 When para 1.10.3 (or its sub-paragraphs) has been contravened, the Janitorial Administrator reserves the right to recoup all clean-up expenses from the Client or applicable Mess responsible for hosting the function.
    - .4 Additional use of Conference Rooms:

1.10 CLEAN-UP  
RELATED TO  
FUNCTIONS  
(Cont'd)

- .4 (Cont'd)
- .1 When a conference room / lounge has been booked for non-military use (e.g. for other government departments, RCMP, etc) where the Contractor is providing clean-up services beyond the specified scope of work described herein, the applicable mess responsible for the use of the conference room / lounge will assume administrative and financial responsibility for additional cleaning incurred by the use of the room (e.g. If one room is booked for three separate events in one day and there is a requirement to clean between events).

1.11 SNOW / ICE  
REMOVAL  
REMOVAL

- .1 The Contractor will be responsible seven (7) days per week for removing snow and ice from entrance ways, fire exits sufficiently to allow Property Services to clear any remaining snow and ice as described below.
- .2 During normal working hours as defined in Section 01 11 00 General Instructions, the Contractor will be responsible for clearing ice and snow from main entrances, fire escapes and their associated steps, landings and walkways in accordance with the following points:
- .1 The Client will establish the priorities and timings of snow clearing from main entrances, primary fire escape routes and secondary fire escape routes, and the Contractor will adhere to these priorities.
- .2 The Contractor must check and re-clear the aforementioned areas every two (2) hours or after the accumulation of five (5) centimetres, whichever occurs first.
- .3 Snow and ice removal is to be complete to a maximum of 10 feet of entrance doors, fire escapes and patio doors, and as directed by the Janitorial Administrator.
- .4 The Contractor must spread salt / urea and / or sand as necessary and as directed by the Janitorial Administrator to prevent and remove snow and ice build-up from all areas the Contractor provides services to.
- .3 The Quality Standards specified in Annex B must not be compromised by snow / ice clearing efforts.
- .1 The Contractor will estimate an allowance for the minimum additional resources (personnel and equipment) required to conduct snow / ice removal related to five (5) heavy snowfalls per year, and must incorporate this amount into the Contract bid.

1.11 SNOW / ICE  
REMOVAL  
(Cont'd)

- .3 (Cont'd)
- .2 The Contractor must employ personnel separate from the normal Housekeeping staff for snow / ice removal so long as they meet the security requirements described in this document.
- .4 The Client is responsible to carry out their own snow / ice removal during the hours of 2300-0700.

1.12 SITE ACCESS AND  
KEYS

- .1 Access to the site is under the direction of the Department of National Defence (DND). All visitors entering areas where a daily pass is issued will be aware of the possible requirement for search as a condition of issue.
- .2 While within the confines of CFB Halifax, all employees and representatives of the Contractor must comply with all of the Standing Orders as promulgated by Base Authorities. The Janitorial Administrator will provide copies of relevant Standing Orders as required.
- .3 The Client will control all key access for the Juno and Tribute Towers and Russell House and issue keys to the Contractor as required.
- .4 Contractor should not be expected or relied upon to open any building for CF / DND personnel.

1.13 PRE-JOB MEETING

- .1 Immediately upon receipt of award of Contract, the successful Contractor will contact Janitorial Administrator to arrange a pre-job meeting prior to commencement of any work.
- .2 The Janitorial Administrator and the Client will jointly conduct an orientation session for the Contractor's workforce to familiarize them with the Juno and Tribute Towers and any special requirements such as but not limited to snow / ice clearing.
- .3 The Janitorial Administrator will provide a list of authorized representatives.

1.14 CONTRACTOR  
PASSES

- .1 All Contractor employees will carry an authorized Contractor Pass on their persons when employed on DND property. Such passes will be produced on demand to Military Police, Commissionaires, security guards and persons in authority.

- 
- 1.14 CONTRACTOR  
PASSES  
(Cont'd)
- .1 (Cont'd)
- .1 The Contractor will complete application forms for Contractor passes for each individual and submit them to the Janitorial Administrator for approval signature. The Contractor will accompany the employee to the Dockyard Identification Section for issuance of passes.
- .2 The Contractor will ensure Contractor passes are recovered from employees who cease to be employees of the company or who cease to be employed on DND property. Such passes must be immediately returned to the Identification Pass office.
- 1.15 PARKING
- .1 Paid parking is in effect at various CFB Halifax locations.
- .2 The Contractor will have to pay for a parking pass for the following location:
- .1 Stadacona - Halifax, NS.
- 1.16 STAFF  
COMPETENCE AND  
CONDUCT
- .1 The Contractor must not employ anyone unfit or unskilled for the intended duties.
- .2 All employees must be in good general health, and physically capable of performing all assigned duties.
- .3 Disorderly conduct, use of abusive or offensive language, quarrelling, intimidation by words, actions, or fighting, and participation in any activity that interferes with MARLANT operations must not be condoned.
- .4 The Janitorial Administrator reserves the right to require the dismissal from the site any workers deemed, unproductive, incompetent, careless, insubordinate or otherwise objectionable.
- .5 In disputes regarding the fitness of employees, the Janitorial Administrator's decision is final.
- 1.17 SUPERVISION
- .1 The Contractor must provide competent and experienced Housekeeping Supervisors with the authority to speak on the Contractor's behalf on day-to-day routine matters.
- .1 Housekeeping Supervisors must be Working Supervisors, who should not normally be assigned daily routine tasks, but rather tasks with weekly or longer frequencies that would provide him / her with the flexibility needed to assure subordinates accomplish their assigned duties.
- .2 Housekeeping Supervisors will fulfill the requirements outlined in the work description found in Annex F.
-

1.17 SUPERVISION

(Cont'd)

- .2 The Contractor will provide the Janitorial Administrator with the name of the authorized Supervisor (s) containing the following items:
  - .1 full name;
  - .2 contact numbers (cellular phone, pager, etc.)
- .3 By appointing Housekeeping Supervisors, the Contractor duly authorizes them to sign the Janitorial Inspection Report (refer to Annex D) including acknowledgement of the non-compliance penalty clause on behalf of the Contractor, and to receive correspondence directed to the Contractor.
- .4 The Contractor will provide Housekeeping Supervisors with a means by which the Janitorial Administrator will have direct and immediate communications to the Supervisor. Acceptable methods include pagers and cellular phones.
- .5 When a cleaning task that is infrequently performed (e.g. monthly, 6 months, yearly) is to be carried out, the Housekeeping Supervisor must give personal and supervision to the work as it is being performed to ensure it is done safely and correctly.
- .6 It is the Housekeeping Supervisor's responsibility to ensure all work is completed to the quality standard specified herein prior to departure from the worksite.

1.18 HOUSEKEEPERS

- .1 Housekeepers will fulfill the requirements outlined in the work description found in Annex G.

1.19 QUALITY AND INSPECTION

- .1 The Contractor is responsible to ensure the quality of the work meets the quality standards specified in Annex B - Quality Standards.
- .2 Supervisor will conduct routine daily quality assurance inspections and ensure deficiencies are rectified in a timely manner to the satisfaction of the Client and Janitorial Administrator.
- .3 The Janitorial Administrator must conduct periodic Contractor performance evaluation inspections to assess the quality of Work and verify compliance with the cleaning standard.
  - .1 The inspector must conduct inspections or other personnel so authorized by the Janitorial Administrator.
  - .2 All aspects of this Contract are subject to audit / verification/inspection at any time.

1.19 QUALITY AND  
INSPECTION  
(Cont'd)

- .4 There will be zero tolerance of sub-standard washroom services.
- .5 In disputes regarding the quality of workmanship, the Janitorial Administrator's decision is final.

1.20 USE OF WORKSITE

- .1 The Janitorial Administrator and / or Client will brief the Contractor on use of the worksite.
- .2 The Contractor must not unreasonably encumber the worksite with supplies or equipment, and must move such items that interfere with the operations of the Client, Janitorial Administrator or other Contractors.
- .3 The Contractor must turn off all non-essential lights upon completion of work.
- .4 Upon completion of work in an area that was secure at the commencement of such work, the Contractor's staff must close and lock all windows and doors, and return any keys that were signed out to perform the work.

1.21 CODES AND  
STANDARDS

- .1 The Contractor must meet the requirements of Contract documents, specified standards, codes and referenced documents. The Contractor must ensure that all employees understand and comply with all regulations outlined in this specification at all times when employed within the confines of CFB Halifax.
- .2 Contractor Site Supervisors and staff must be conversant with MARLANT Solid Waste Management Program as outlined in Annex A.

1.22 WORKSITE  
IRREGULARITIES

- .1 The Contractor must notify the Janitorial Administrator of irregularities in the worksite such as:
  - .1 mechanical, electrical, or structural defects;
  - .2 vandalism or cases of wilful neglect by building occupants; or
  - .3 any other situations beyond the scope of work.
- .2 In the case of vandalism or wilful neglect by building occupants, the Janitorial Administrator will determine the most suitable course of action to rectify the situation.
  - .1 In these cases, the Janitorial Administrator reserves the right to recoup all expenses incurred through rectification of the situation from the Unit or individual(s).

1.23 UNIFORMS

- .1 All Contractor employed housekeeping and laundry staff must wear identical uniforms while at the worksite; uniforms will be provided at the expense of the Contractor and will be as follows:
  - .1 industrial type button-down work shirts or golf shirts with the company name displayed in a prominent location; and
  - .2 dark pants.
- .2 The actual styling of the uniforms must be approved by the Client prior to the housekeeping staff being outfitted.
- .3 They must be maintained in good condition and professional appearance.
- .4 Supervisors' shirts may be of a different colour than the regular housekeeping staff for ease of differentiation.
- .5 The Client must provide nametags for the Housekeeping Supervisor and Laundry Supervisor as applicable.

1.24 SERVICE CALLS

- .1 The Contractor will provide a 24-hour "call-in" service as and when requested by the Janitorial Administrator.
- .2 The Contractor must notify the Janitorial Administrator of the telephone number at which the Contractor or his / her representative may be contacted at all times.
- .3 Other than the number of regularly scheduled persons, the Contractor must report service calls executed outside normal working hours to the Janitorial Administrator immediately on the next working day.
- .4 The Janitorial Administrator will advise the Contractor of those personnel authorized to request emergency service, typically a Duty Coordinator.
- .5 Services undertaken at the request of unauthorized persons will be done at the Contractor's risk, with regards to payment. That is, the Janitorial Administrator assumes no financial responsibility for payment of said services.
- .6 Service calls arising from vandalism or wilful neglect by building occupants will be handled in accordance with para 1.25.2.

1.25 NOTIFICATION OF  
ADDITIONAL  
REQUIREMENTS

- .1 Occasionally, a "Task Authorization" (DND 626) may be issued by the Janitorial Administrator to notify the Contractor of additional requirements against this Contract. Whenever possible, 24 hours notice will be given.

1.25 NOTIFICATION OF  
ADDITIONAL  
REQUIREMENTS  
(Cont'd)

- .1 (Cont'd)
  - .1 All Call-ups supported with a DND 626 will be invoiced separately.
- .2 Prior to commencing work, the Contractor must submit a written cost estimate to the Janitorial Administrator that includes the total costs for all work to be performed as requested, exclusive of regular inspections.
- .3 Upon completion of the work, the Contractor must provide the Janitorial Administrator with an itemized breakdown to illustrate how costs were incurred (labour, materials, attendance, etc).
- .4 Invoices must be submitted to the Janitorial Administrator.

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED

- .1 Not used.

PART 1 - GENERAL

1.1 CONSTRUCTION  
SAFETY MEASURES

- .1 Observe and enforce construction safety measures by complying with the requirements of the following statutes and authorities:
  - .1 Canada Labour Code Part II and the Canada Occupational Health and Safety Regulations.
  - .2 The Nova Scotia Occupational Health and Safety Act and supporting Occupational General Safety Regulations as amended from time to time.
  - .3 Most recent amendments to the National Building Code of Canada, Part 8 and National Fire Code of Canada.
- .2 Refer to Section 01 35 35, DND Fire Safety Requirements.
- .3 Before Work Begins
  - .1 Bidder / Tender to provide documentation if requested by the Crown, indicating all safety training attained for each person who will be involved with the Contract.
- .4 The following disciplinary measures will be taken for any violations of safety under this Contract:
  - .1 First Violation:
    - .1 Verbal warning issued to the Contractor for the first violation of a safety regulation (Violation will be documented on Contract file, copy to Contractor and PSPC.).
    - .2 Second Violation:
      - .1 Written warning to Contractor for second violation of a safety regulation (Violation will be documented on Contract file, copy to Contractor and PSPC.).
    - .3 Third Violation:
      - .1 A third violation of a safety regulation may result in the termination of the Contract with a recommendation to the Contracting Authority that the contractor be denied access to Real Property Operations Section - Halifax Contracts (Documented to Contract file, copies to Contractor and PSPC.).
    - .4 Serious Violation:

1.1 CONSTRUCTION  
SAFETY MEASURES  
(Cont'd)

- .4 (Cont'd)
  - .4 (Cont'd)
    - .1 For a serious violation of a safety regulation as deemed by a regulator, project manager or safety officer a recommendation will be made to the Contracting Authority to immediately terminate the Contract / Standing Offer (Violation documented on Contract file, copies to Contractor and PSPC.).
    - .5 Charges Laid or Guilty Determination by Courts:
      - .1 Infractions of safety regulations that result in charges being laid by a regulator against the Contractor or the Contractor being found guilty by the courts may result in that Contractor being denied access to RPOS (Halifax) Contracts.

1.2 HAZARD  
ASSESSMENTS

- .1 Contractor must implement and carry out a health and safety hazard assessment program as part of the Work. Program to include:
  - .1 Initial Hazard Assessment:
    - .1 Carried out upon notification of Contract award and / or prior to commencement of Work.
    - .2 On-going Hazard Assessments:
      - .1 Performed during the progress of Work identifying new or potential health risks and safety hazards not previously known. As a minimum, hazards assessments must be carried out when:
        - .1 new sub-trade work, new sub-contractor (s) or new workers arrive at the site to commence another portion of the Work;
        - .2 the scope of the Work has been changed;
        - .3 Work conducted in confined spaces; and / or
        - .4 potential hazard or weakness in current health and safety practices are identified by the Janitorial Administrator.
- .2 Hazard assessments will be project and site specific, based on review of Contract documents and site.

1.2 HAZARD  
ASSESSMENTS  
(Cont'd)

- .3 Each hazard assessment to be made in writing. Keep copies of all assessments on site for duration of Work. Upon request, make available to Janitorial Administrator.
- .4 The Contractor must notify Janitorial Administrator of suspected hazardous material during work and not apparent from drawings, specifications, or report pertaining to work (e.g. lead, asbestos, etc.). Do not disturb such material pending instructions from the Janitorial Administrator. The Janitorial Administrator will make the necessary arrangements for testing the material as required.

1.3 ASBESTOS  
PRODUCTS &  
ASBESTOS ACTIVITY

- .1 Within the confines of the Base, the provision of new products containing fibrous asbestos materials is prohibited.
- .2 Demolition or disturbance of spray or trowel-applied asbestos can be hazardous to health. Should material resembling spray or trowel-applied asbestos be encountered in course of work, stop work and notify Janitorial Administrator immediately. Do not proceed until written instructions have been received from Janitorial Administrator.

1.4 HAZARDOUS  
MATERIAL SPILL

- .1 The Contractor or sub-contractors must report to the DND fire hall and the Janitorial Administrator for any incident or spill involving hazardous materials (HAZMAT).
- .2 In the event of a hazardous material spill, the following procedures for initial actions must be followed:
  - .1 ensure safety of all personnel;
  - .2 assess spill hazards and risks;
  - .3 ventilate area if release is indoors and remove all sources of ignition;
  - .4 stop the spill if safely possible (e.g. shut off pump, replace cap, tip drum upward, patch leaking hole, etc.);
  - .5 no matter the volume is, contact the DND fire hall and provide the following information:
    - .1 time of the spill;
    - .2 location;
    - .3 special considerations:
      - .1 personal safety;
      - .2 environmental.

1.4 HAZARDOUS  
MATERIAL SPILL  
(Cont'd)

- .2 (Cont'd)
- .5 (Cont'd)
  - .4 type and amount of spill;
  - .5 person reporting the spill:
    - .1 name;
    - .2 company; and
    - .3 telephone number.
  - .6 contain the spill;
  - .7 isolate the area as required;
  - .8 contact the Janitorial Administrator; and
  - .9 clean up minor spills using appropriate protective equipment and supplies.

1.5 FASTENING DEVICE  
EXPLOSIVE  
ACTUATED

- .1 Explosive actuated devices must not be used without the approval of the Janitorial Administrator.
- .2 Operator must have the appropriate training before using the explosive actuated device.
- .3 Follow the manufacturer's safety guidelines and ensure the applicable personal protective equipment is used.

1.6 HOT WORK

- .1 All hot work activity is to take place with Janitorial Administrator's approval and written permission from the Base Fire Chief (hot work permit). Hot work permits and fire-watch requirements will be provided by the Dockyard Fire Hall at 427-3500.
- .2 The ventilation system in the area of any hot work activity is to be isolated to prevent migration of fumes / smoke and to reduce any possible spread of fire to other areas of the facility.
- .3 Contractor is to employ an employee trained in the use of fire extinguishers as fire watch during any hot work for a minimum of 30 minutes after activity has ceased.

1.7 CONFINED SPACES

- .1 All work in confined spaces will be carried out in compliance with the Canada Occupational Safety and Health Regulations, Part XI.

1.7 CONFINED SPACES  
(Cont'd)

- .2 The Contractor to provide and maintain all equipment as required by any person to enter and / or perform work in a safe manner, in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .3 The Contractor to provide and maintain training, as required by the Canada Occupational Safety and Health Regulations, Part XI.
  - .1 The Contractor and / or his / her employees must provide proof of training and qualifications when requested by the Janitorial Administrator.
- .4 The Contractor to provide the Janitorial Administrator with a copy of an "entry permit" for each and every entry into the confined space to ensure compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .5 The Contractor to have a hazard assessment of the confined space performed.
  - .1 The Contractor to provide the Janitorial Administrator with a copy of the hazard assessment.

1.8 FALL PROTECTION

- .1 All work carried out above the mandatory height restrictions, from unguarded structure and / or scaffolding, will be done in compliance with the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10.
- .2 The components of a fall protection system must meet the standards as outlined in the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10 (2).
- .3 The Contractor is to ensure fall protection equipment is maintained, inspected and tested by a qualified technician as required by the Canada Occupational Safety and Health Regulations, Part XII, Section 12.3.

1.9 ARC FLASH

- .1 The Contractor is to ensure all electrical equipment such as switchboards, panelboards, motor control centres and meter socket enclosures be marked to warn persons of potential electric shock and arc flash hazards. This labeling is required for all new & modified installations.
- .2 The warning label must also include information regarding "arc flash hazard category (0 to 4)" and the "Flash Protection Boundary" as defined in NFPA 70E. All projects specifications must include short circuit study and flash hazard analysis.

- 
- 1.9 ARC FLASH (Cont'd) .3 In accordance with the CSA Standards Z462 Workplace Electrical Safety, electrical Contractors are required to perform a shock and flash hazard analysis to select the appropriate PPE to wear. Electrical Contractors are required arc-rated personal protective equipment while troubleshooting and diagnostic testing that cannot be performed unless the electrical conductor or circuit part is energized. All Contractor work practices must protect each employee from arc flash and from contact with live parts directly with any part of the body or indirectly through some other conductive object.
- 1.10 SAFETY .1 It is the Contractor's responsibility to be familiar with all applicable safety acts, regulations, codes and Contract requirements. These must be identified and addressed in the safety plan, by identifying Standard Operating Procedures (SOP) and safe work practices (SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which will become mandatory.
- .2 The Contractor must ensure all workers and authorized persons entering the work site are notified of and abide by the safety plan, safety rules, procedures, safe work practices and applicable safety acts, regulations, and codes. Any person not complying with these will not be permitted on the site.
- .3 Contractor must ensure that all applicable personal protective equipment (PPE) is used.
- .1 All personnel are required to wear hard hats, in accordance with CSA Z94.1, Industrial Protective Headwear.
- .2 All personnel are required to wear safety footwear, in accordance with CSA Z195, Protective Footwear.
- .3 All personnel are required to wear eye and face protection, in accordance with CSA Z94.3, Selection, Use and Care of Protective Eyewear.
- .4 When and where noise level is above 85 decibels, all personnel are required to wear hearing protection, in accordance with CAN/CSA Z94.2, Hearing Protection Devices - Performance, Selection, Care and Use.
- .5 Where toxic or noxious gas fumes, or oxygen deficiency or excessive dust may occur, so as to create a hazard to life, safety or health, all personnel are required to wear respiratory protection, in accordance with CSA Z94.4, Selection, Use and Care of Respirators.
-

1.10 SAFETY .4 The Janitorial Administrator will coordinate arrangements for  
(Cont'd) the Contractor to be briefed on site safety within fourteen (14)  
days of award of Contract.

PART 2 - PRODUCTS

2.1 NOT USED .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED .1 Not used.

PART 1 - GENERAL

1.1 EMERGENCY REPORTING

- .1 Telephone Number:
  - .1 from Base phone: dial 9-1-1;
  - .2 from cell phone: 902-427-3333.

1.2 FIRE SAFETY ENFORCEMENT

- .1 Within the confines of the Base, the prescription and enforcement of mandatory fire safety measures will be exercised under the authority of the Base Fire Chief.
- .2 Comply with and enforce compliance by all Contractor personnel with all requirements of this specification section, and with the most recent edition of the National Building Code of Canada (NBC) and the National Fire Code of Canada (NFC), including all subsequent revisions issued by the National Research Council of Canada.
- .3 The Janitorial Administrator reserves the right to require the dismissal from site of persons deemed careless or otherwise in violation of the fire safety requirements.

1.3 FIRE SAFETY BRIEFING

- .1 Prior to commencement of work under this Contract, the Janitorial Administrator will arrange a meeting of all parties concerned to review and clarify requirements for fire safety measures. This may involve a briefing by the Base Fire Chief.
- .2 The Janitorial Administrator will provide direction for reporting of fire including the emergency telephone number for fire reporting and location of fire alarms within or adjacent to work area.

1.4 FIRE WATCH

- .1 For hot work activity, the Contractor will provide the service of fire-watch persons on a scale and schedule as prescribed by the Dockyard Fire Hall at the time of issuance of the hot work permit.

1.5 FIRE EXTINGUISHERS

- .1 Supply fire extinguishers as scaled by the Base Fire Chief, necessary to protect work in progress and Contractor's physical plant on site.

1.6 SMOKING PRECAUTIONS

- .1 Smoking not permitted on DND property except in designated smoking areas. This includes smoking in passenger motor vehicles.

1.6 SMOKING  
PRECAUTIONS  
(Cont'd)

- .2 In accordance with these fire safety requirements particular to the work area and site, the Janitorial Administrator and Base Fire Chief will designate hazardous areas as well as non-restricted areas where smoking may be permitted.
- .3 Smoking is prohibited in all buildings.
- .4 In all other areas, exercise care and comply with written or oral directives of the Janitorial Administrator for the use of smoking materials.

1.7 REPORTING FIRE  
INCIDENTS

- .1 Report immediately all fire incidents as follows:
  - .1 activate nearest fire alarm box; or
  - .2 dial 9-1-1 or designated number given at the time of briefing; and
  - .3 telephone the Janitorial Administrator.
- .2 Persons activating fire alarm must remain at the alarm to direct the Fire Department to the scene of the fire.
- .3 When reporting a fire by telephone, give location of fire, name and number of building and be prepared to direct the Fire Department to the scene of the fire.

1.8 INTERIOR AND  
EXTERIOR FIRE  
PROTECTION AND  
ALARM SYSTEM

- .1 Notify Base Fire Chief at least 48 hours prior to scheduling any work that may require fire alarm and / or protection systems to be:
  - .1 obstructed in any way;
  - .2 shut-off; and / or
  - .3 left inactive at the end of a working day or shift without authorization from Base Fire Chief.
- .2 Do not commence any such work until Janitorial Administrator confirms approval and direction by the Base Fire Chief.
- .3 Fire hydrants, standpipes and hose systems must not be used for other than fire fighting purposes unless authorized by the Janitorial Administrator and the Base Fire Chief.

1.9 BLOCKAGE OF  
ACCESS FOR FIRE  
FIGHTING APPARATUS

- .1 Inform Fire Chief of work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by the Base Fire Chief, erecting of barricades and digging of trenches.

1.10 RUBBISH AND  
WASTE MATERIALS

- .1 Keep rubbish and waste materials at minimum quantities.
- .2 Storage:
  - .1 Where it is necessary to store oily waste in work areas exercise extreme care to ensure maximum possible safety and cleanliness.
  - .2 Greasy or oily rags or materials subject to spontaneous combustion must be deposited and kept in a receptacle approved by the Base Fire Chief and removed as directed by the Janitorial Administrator.
- .3 The burning of rubbish is prohibited.
- .4 Removal:
  - .1 Remove rubbish from work site at end of work day or shift or as directed by the Janitorial Administrator.

1.11 FLAMMABLE AND  
COMBUSTIBLE LIQUIDS

- .1 Handling, storage and use of flammable and combustible liquids governed by current National Fire Code of Canada and guided by the requirements established by the Base Fire Chief.
- .2 Keep flammable and combustible liquids such as gasoline, kerosene and naphtha for ready use in quantities not exceeding 30 litres provided that they are stored in approved safety cans bearing Underwriters' Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable and combustible liquids exceeding 30 litres for work purposes requires permission of Base Fire Chief.
- .3 The Janitorial Administrator reserves the right to require removal from the site any storage containers not acceptable to the Base Fire Chief.
- .4 Transfer of flammable and combustible liquids is prohibited within buildings or jetties.
- .5 Transfer of flammable liquids will not be carried out in the vicinity of open flames or any type of heat producing devices.
- .6 Do not use flammable liquids having flash point below 38 degrees C such as naphtha or gasoline as solvents or cleaning agents.
- .7 Store flammable and combustible waste liquids, for disposal, in approved containers located in safe ventilated area. Keep quantities minimum and Base Fire Department is to be notified when disposal is required.

1.12 HAZARDOUS  
SUBSTANCES

- .1 Work entailing use of toxic or hazardous materials, chemicals and / or explosives, or otherwise creating a hazard to life, safety or health, in accordance with National Fire Code of Canada, and measures prescribed by the Base Fire Chief.
- .2 Obtain from Base Fire Chief a "hot work permit" for work involving welding, burning or use of blowtorches and salamanders, in buildings or facilities.
- .3 When Work is carried out in dangerous or hazardous areas involving use of heat, provide fire watchers equipped with sufficient fire extinguishers. Determination of dangerous or hazardous areas along with level of protection necessary for fire watch is at discretion of Base Fire Chief. Contractors are responsible for providing fire-watch service for work on scale established and in conjunction with Base Fire Chief at pre-work conference.
- .4 Provide ventilation where flammable liquids such as lacquers or urethanes are used, eliminate sources of ignition. Inform Base Fire Chief prior to and at cessation of such work.

1.13 FIRE INSPECTION

- .1 Co-ordinate site inspections by Base Fire Chief through Janitorial Administrator.
- .2 Allow Base Fire Chief unrestricted access to work site.
- .3 Co-operate with Base Fire Chief during routine fire safety inspection of work site.
- .4 Immediately remedy unsafe fire situations observed by Base Fire Chief.

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED

- .1 Not used.

PART 1 - GENERAL

1.1 DEFINITIONS

- .1 Environmental Pollution and Damage:
  - .1 Presence of chemical, physical, biological elements or agents which adversely affect human health and welfare; unfavourably alter ecological balances of importance to human life; affect other species of importance to humankind; or degrade environment aesthetically, culturally and / or historically.
  - .2 Environmental Protection:
    - .1 Prevention / control of pollution and habitat or environment disruption during construction. Control of environmental pollution and damage requires consideration of land, water, and air; biological and cultural resources; and includes management of visual aesthetics; noise; solid, chemical, gaseous, and liquid waste; radiant energy and radioactive material as well as other pollutants.

1.2 GENERAL

- .1 Contractors must take all reasonable steps to ensure they and their employees comply with all pertinent legislation to protect the environment.
- .2 The Janitorial Administrator will provide the Contractor with copies of MARLANT and RPOS (Halifax) Environmental Standard Operating Procedures (SOPs) as required.
- .3 All relevant information pertaining to the MARLANT Solid Waste Management Program may be found in Annex A.

1.3 DISPOSAL OF WASTES

- .1 The Contractor will ensure that the disposal of all cleaning waste or by-products is carried out in accordance with all applicable product-specific instructions such as WHMIS.
  - .2 The Contractor must not dispose of volatile materials such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.
  - .3 The burning or burying of rubbish and / or waste materials on-site is prohibited.
  - .4 Disposal of bio-hazardous waste will be carried out in accordance with:
    - .1 CCME-EPC-WM-42E February 1992 - Guidelines for the Management of Biomedical Waste in Canada.
-

PART 2 - PRODUCTS

2.1 NOT USED .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED .1 Not used.

PART 1 - GENERAL

1.1 GENERAL  
REQUIREMENTS

- .1 Only the use of Janitorial Administrator approved materials and equipment will be permitted.
- .2 The Contractor must provide and use equipment of industrial design and quality, performing to typical industry standards and for which replacement parts are readily available.
- .3 The Contractor will deliver copies of Material Safety Data Sheets (MSDS) for all proposed products to the Janitorial Administrator at least seven (7) days prior to the Contract start date.
- .4 The Contractor must have all of the necessary equipment and materials specified in this document in place prior to the Contract start date.

1.2 MANUFACTURER'S  
INSTRUCTIONS

- .1 The Contractor will, unless otherwise directed by the Janitorial Administrator, comply with manufacturer's latest printed instructions for materials and equipment use.
- .2 The Contractor will notify the Janitorial Administrator in writing of any conflict between this specification and manufacturer's instructions. The Janitorial Administrator will determine which document is to be followed.

1.3 STORAGE AND  
DELIVERY OF  
MATERIALS

- .1 Storage will only be in areas approved by the Janitorial Administrator.
- .2 The Juno and Tribute Towers include secure storage areas for housekeeping materials, cleaning products and replenishment materials. Only these areas must be used for this purpose.
- .3 The Contractor will ensure that all containers holding products deemed under WHMIS to be hazardous bear correct WHMIS labelling.
- .4 The Contractor will deliver, store and maintain packaged material in accordance with supplier's instructions and with manufacturer's seals and labels intact.
- .5 The Contractor must prevent damage, adulteration and spoiling of cleaning materials during delivery, handling and storage. Rejected material must be immediately removed from the site.
- .6 Entrance doors to cleaning supply storage areas will bear the following items:

1.3 STORAGE AND  
DELIVERY OF  
MATERIALS  
(Cont'd)

- .6 (Cont'd)
  - .1 correct WHMIS signage, provided by and installed at the expense of the Contractor; and
  - .2 an up-to-date set of Material Safety Data Sheets permanently affixed to the storage room door.
    - .1 The Contractor will cooperate with the Client to select and supply WHMIS signage that is functional but unobtrusive.
- .7 The Contractor must keep storage areas clean and free from clutter at all times.
- .8 Storage areas are to be closed and locked when not being immediately used, but must not be closed while persons are inside.

1.4 SUPPLY  
REQUIREMENTS

- .1 The Contractor will provide all materials including but not limited to the following:
  - .1 toilet tissue (2 ply standard household size);
  - .2 toilet tissue (2 ply 12 x 1000 ft);
  - .3 paper hand towel (6 x 800 ft, Kraft);
  - .4 paper hand towel (250 standard multifold);
  - .5 laundry detergent, break, destainer, softener;
  - .6 liquid germicidal soap;
  - .7 liquid hand soap (1000 ml bags);
  - .8 gloves, reusable or disposable (e.g. latex, vinyl, nitrile rubber);
  - .9 heavy duty, clear plastic bags for shredded paper, recyclables, and dry garbage; and
  - .10 sani-bags.
- .2 All material and cleaning supplies must be environmentally friendly or green.
- .3 The estimated annual usage of the major supply items is shown below:
  - .1 Supply item / Estimated annual requirement
    - .1 toilet tissue (2 ply standard household size rolls) / 4,405 boxes of 48;

1.4 SUPPLY  
REQUIREMENTS  
(Cont'd)

- .3 (Cont'd)
  - .1 (Cont'd)
    - .2 toilet tissue (2 ply 12 x 1000 ft) / 563 boxes of 12;
    - .3 paper hand towel (6 x 800 ft, Kraft) / 905 boxes of 8;
    - .4 paper hand towel (250 standard multifold) / 104 boxes of 16 packs;
    - .5 liquid hand soap antibacterial (1000 ml bags) / 1,800 bags;
    - .6 liquid hand soap antibacterial / 730 litres;
    - .7 liquid laundry detergent / 1,780 litres;
    - .8 laundry break detergent / 1,300 litres;
    - .9 laundry destainer / 1,300 litres; and
    - .10 laundry softener / 1,300 litres.
  - .4 The Contractor will ensure that all supplies are maintained at appropriate levels in sufficient advance of requirements.
  - .5 In the event that actual use exceeds the estimates shown above, the Janitorial Administrator will supply the necessary amount of materials to make up any shortages.
  - .6 Salt or urea for steps and landings will be supplied on site by DND.

1.5 EQUIPMENT  
REQUIREMENTS

- .1 All equipment will be provided by Contractor as needed and agreed upon by Janitorial Administrator.
  - .1 All equipment will be located and used as directed by Client for maximum operational efficiency.
  - .2 All equipment will be on-site at the commencement of this Contract and so remain unless removal is pre-authorized by the Janitorial Administrator.
  - .3 Floor machines must be dual speed capable.
  - .4 All vacuums must be equipped with Hepa filters
- .2 The following equipment is required for each building:
  - .1 S117 Tribute Tower:

1.5 EQUIPMENT  
REQUIREMENTS  
(Cont'd)

- .2 (Cont'd)
  - .1 (Cont'd)
    - .1 two (2) 350 RPM floor machines;
    - .2 eight (8) vacuum cleaners equipped with power heads and all accessories;
    - .3 one (1) carpet cleaner, hot water extraction-type with all accessories;
    - .4 two (2) wet / dry vacuums, minimum 5 gallon capacity;
    - .5 eight (8) housekeeping carts, Rubbermaid #6189 or equivalent;
    - .6 two (2) cube trucks, Rubbermaid #RM4611 or equivalent; and
    - .7 one (1) automatic floor scrubber:
      - .1 The auto-scrubber must be equipped with soft nylon brushes or drive pad with proper pads for light scrubbing and buffing of rubber, vinyl and hardwood as appropriate. It will be electrically or battery operated and equipped with solution regular controls.
  - .2 S105 Juno Tower:
    - .1 two (2) 350 RPM floor machines;
    - .2 fourteen (14) vacuum cleaners equipped with power heads and all accessories;
    - .3 two (2) carpet cleaners, hot water extraction-type with all accessories;
    - .4 one (1) wet / dry vacuum, minimum 5 gallon capacity;
    - .5 thirteen (13) housekeeping carts, Rubbermaid #6189 or equivalent;
    - .6 four (4) cube trucks, Rubbermaid #RM4611 or equivalent; and
    - .7 one (1) automatic floor scrubber:

1.5 EQUIPMENT  
REQUIREMENTS  
(Cont'd)

- .2 (Cont'd)
- .2 (Cont'd)
- .1 The auto-scrubber must be equipped with soft nylon brushes or drive pad with proper pads for light scrubbing and buffing of rubber, vinyl and hardwood as appropriate. It will be electrically or battery operated and equipped with solution regular controls.
- .3 S85 Russell House:
- .1 one (1) 350 RPM floor machine; and
- .2 two (2) vacuum cleaners equipped with power heads and all accessories.
- .3 All equipment will be of industrial type and quality, and will be in fully satisfactory operating condition at all times while on site. All equipment must be maintained in like-new appearance.
- .4 The Client or Janitorial Administrator may order the removal from the worksite any unsuitable, unserviceable or unsafe equipment at any time without warning. The Contractor will replace at its own expense any unsuitable, unserviceable or unsafe equipment within twenty-four (24) hours of it becoming unserviceable or being deemed unsuitable.

PART 2 - PRODUCTS

2.1 PRODUCT  
ACCEPTABILITY

- .1 All cleaning materials such as soaps, detergents, scouring materials, cleaners, waxes and sealers must comply with the Canadian General Standards Board (CGSB) specifications and must be certified Ecologo or Green Seal.
- .2 The Contractor must use odourless or low-odour, environmentally friendly (fully biodegradable) products free of preservatives where possible for all general purpose cleaning.
- .3 Prior to the Contract start date, the Contractor must submit to the Janitorial Administrator a list of proposed products that includes the following information:
- .1 product name and supplier;
- .2 MSDS;
- .3 performance, description and test data; and
- .4 manufacturer's instructions.

2.1 PRODUCT ACCEPTABILITY (Cont'd) .4 The Contractor will also submit the aforementioned information to the Janitorial Administrator for approval when a change in product is desired or required.

PART 3 - EXECUTION

3.1 NOT USED .1 Not used.

## **Annex A – MARLANT Solid Waste Management Program**

### **1.0 Contact:**

1.1 For information contact the Janitorial Administrator.

### **2.0 Desk-Side Units and Office Garbage Containers**

2.1 Office personnel are responsible for the correct separation of their own solid waste and its subsequent placement in the appropriate centralized sorting stations located in the hallways.

### **3.0 Hallway Sorting Stations**

3.1 All hallway sorting stations will contain clear bags at all times.

3.2 The hallway sorting stations will be **emptied daily** (sometimes more than once per day) and the entire container (inside and out) will be kept clean at all times by the janitorial staff.

3.3 The contents of the hallway sorting station will be placed into the appropriate waste containers located outside of the buildings.

3.4 Refundables are the property of the Department of National Defence and **will not** be collected for individual gain.

### **4.0 Compost Containers**

4.1 Compost containers will be placed at all lunchrooms and will be emptied daily into the green carts located outside of the buildings (no plastic bags allowed in the green carts).

### **5.0 Corrugated Cardboard**

5.1 Boxes will be broken down by the owner and removed to the centralized hallway sorting stations. The Contractor will remove the broken down boxes from the hallway sorting stations to the recycling container on the outside of the buildings and marked "CARDBOARD".

5.2 The owner will be responsible to remove the styrofoam and other packing materials from the boxes and place into the garbage of the hallway sorting station.

## 6.0 **Shredding Machines**

- 6.1 Clear bags are to be placed in the shredding machines by the janitorial staff and when full taken to the recycling container on the outside of the buildings marked "*MIXED PAPER*".

## 7.0 **Further Instruction**

- 7.1 The Contractor will empty the desk-side and office garbage containers in areas where no hallway sorting stations have been installed. Owner is responsible for the correct separation of the recyclable materials. Where hallway sorting stations are in place, the owner is responsible for the correct separation of their own solid waste and its subsequent placement in the appropriate centralized sorting stations
- 7.2 Contractor staffing is responsible for removing all waste material (garbage, cardboard, mixed paper, refundables and recyclables) **daily** from the hallway centralized sorting stations and placing in the appropriate containers located outside of the buildings.
- 7.3 Contractor staffing is responsible for ensuring that the lids of the garbage, compost and recycling bins are closed after use.

## 8.0 **Bag Specifications**

- 8.1 Clear, extra strong bags (min 3 mil thickness) will be used for all waste streams.

## Annex B – Quality Standards

### 1.0 Typical Inspection Areas

1.1 The building areas that will typically be evaluated include but are not limited to the following:

- classrooms
- washrooms
- gym & fitness
- hallways & stairwells
- offices
- lounges
- cafeterias or lunchrooms
- kitchens
- ancillary areas
- exterior and grounds
- laundry rooms
- accommodations

1.2 The areas shown in Annex D – Janitorial Inspection Report (Contractor Performance Evaluation) are generic in nature. The form may be amended from time to time to facilitate more effective inspections.

### 2.0 Quality Standards: The supplier must meet the following standards:

#### 2.1 Cleaning: General

- 2.1.1 All surfaces and objects specified in the contract must be free of dust, stains, spills, debris and soil immediately after cleaning operation.
- 2.1.2 Machinery and equipment must not block a passageway, or present a trip hazard.
- 2.1.3 Caution signs must be placed adjacent to the affected area on all approaches.
- 2.1.4 Furnishings moved by cleaners must be relocated to their original location.

#### 2.2 Spot Cleaning

- 2.2.1 All affected areas must be clear of stains, streaks and soil.
- 2.2.2 All over-spray from spray applicators must be wiped clean from all surfaces.

## 2.3 Sweeping

- 2.3.1 All floor areas including open areas and flooring around furniture legs and into corners be free of dirt and litter.

## 2.4 Cleaning with a hose

- 2.4.1 All areas must clean of dirt, mud and debris with no water ponding as a result of the cleaning with a hose.
- 2.4.2 Equipment is removed and stored immediately after use.

## 2.5 Dust Mopping

- 2.5.1 All floor areas including open areas and flooring around furniture legs and into corners must be free of debris and dust film.

## 2.6 Damp Mopping

- 2.6.1 Floor areas including open areas and flooring around furniture legs and into corners must be free of surface stains, soil, mop streaks, loose mop strands and water spotting.
- 2.6.2 The Contractor must sweep or dry mop the area immediately before damp mopping.
- 2.6.3 The Contractor must start damp mopping with clean water and mop.
- 2.6.4 Walls, baseboards and other surfaces must be free of splash marks.

## 2.7 Wash Floors

- 2.7.1 All standards outlined in "Damp Mopping" apply.
- 2.7.2 In addition, surfaces must be rinsed free of cleaning solution after floors are washed.
- 2.7.3 All areas must be free of dirt, stains, splashing, cleaning chemical and water accumulations.

## 2.8 Machine Scrubbing

- 2.8.1 All areas must be free of dirt, stains, scuff marks, splashing, cleaning chemical and water accumulations.
- 2.8.2 Corners and other areas not accessible to a mechanical floor scrubber must be scrubbed manually.

## 2.9 Spray Buffing

- 2.9.1 Following spray buffing; all areas must present an overall appearance of cleanliness, have a bright shine throughout and be free of debris and dust.
- 2.9.2 Spills, scuffs and stains must be removed prior to spray buffing.

## 2.10 **Scrub and Refinish**

- 2.10.1 Contractor must apply all performance standards as with “Machine Scrubbing”.
- 2.10.2 In addition, Contractor must apply one coat of finish compatible with existing finish.
- 2.10.3 As a result of the “Scrub and Refinish”, all areas must present an overall appearance of cleanliness free of scuffs and stains, have a bright shine and be free of debris and dust once the “Scrub and Refinish” is complete.

## 2.11 **Strip and Refinish**

- 2.11.1 Contractor must apply all performance standards as with “Scrub and Refinish”.
- 2.11.2 All old finish must be removed and all residual stripper chemical cleaned away.
- 2.11.3 New finish must be applied to all portions of the floors.
- 2.11.4 Refinish must include 2 coats of finishing material (wax, etc.).
- 2.11.5 All areas must be clean and clear of all stains, blemishes and dirt, and have a consistent shine free of scrapes and marks once the “Strip and Refinish” is complete.

## 2.12 **Vacuuming**

- 2.12.1 All carpet surfaces must have an overall appearance of cleanliness and must be free of visible dust, dirt and grit.
- 2.12.2 A power head must be used. Vacuums must be 2 motor design (1 for suction, 1 for power head).

## 2.13 **Stain Removal**

- 2.13.1 All carpets and walk-away mats must have no visible stains or discoloration after stain removal operation.
- 2.13.2 Where stain removal involves wetting of a hard surface floor, caution signs must be in place around affected work area.

## 2.14 **Hot Water Extraction**

- 2.14.1 All carpets and walk-away mats must be clean and free of accumulated dust, dirt and stain as a result of hot water extraction.
- 2.14.2 Areas must be cleaned to walls and corners.

## 2.15 **Damp Wiping**

- 2.15.1 Surfaces must be free of dust, stains, streaks and water spotting following damp wiping.
- 2.15.2 Wiping cloths must be rinsed frequently and free of stains and odors.
- 2.15.3 Feather dusters are not acceptable.

## 2.16 Glass and mirror Cleaning

- 2.16.1 All glass must be clean on both sides and free of streaks and finger marks.
- 2.16.2 Adjacent areas including frames, casing and ledges must be free of water spotting, splash marks and streaks.

## 2.17 High Dusting

- 2.17.1 High dusting up to 10 feet.
- 2.17.2 All surfaces must be free of dust.
- 2.17.3 High dusting must be effected using either damp rag wiping or vacuuming. The method will be specified by the client.
- 2.17.4 Dust must be contained and prevented from floating freely in the air during operation.

## 2.18 Clean and Disinfect

- 2.18.1 Client-approved, commercial disinfectant cleaner must be used.
- 2.18.2 Manufacturer's instructions must be followed for best results.
- 2.18.3 All surfaces cleaned and disinfected must be rinsed clean of residual disinfectant.

## 2.19 Room Cleaning

- 2.19.1 Vacuum the carpeted flooring.
- 2.19.2 Dust and damp mop the hard floors.
- 2.19.3 Dust and spot clean.
- 2.19.4 Empty the refuse containers.
- 2.19.5 Make the bed daily and change the bed linens once a week.
- 2.19.6 Clean the washroom including the shower / bath with a germicidal solution.
- 2.19.7 Exchange the towels and facecloths.
- 2.19.8 Remove the soiled items to be returned to the laundry.
- 2.19.9 Replenish the supplies.
- 2.19.10 No cleaning will be performed on areas where personal items have to be moved.
- 2.19.11 Room will not to be cleaned when a "Do not disturb" sign is installed on the room's door or if the occupant is in the room.

## 2.20 Entrances / Lobbies / Foyers / Vestibules Cleaning

- 2.20.1 Dust and damp mop the floors daily, and as required during inclement weather to remove the salt, sand and water.
- 2.20.2 Spray buff the floors weekly.
- 2.20.3 Spot clean.
- 2.20.4 Clean and polish the ornamental hardware and metal weekly.
- 2.20.5 Dust the surfaces weekly.
- 2.20.6 Vacuum the entrance mats.
- 2.20.7 Spot clean all glass surfaces inside and out.

## **2.21 Hallways / Corridors Cleaning**

- 2.21.1 Vacuum the carpeted hallways.
- 2.21.2 Dust and damp mop the hard floors.
- 2.21.3 Empty hallway sorting stations and remove from building and place in appropriate exterior receptacles.
- 2.21.4 Spray buff floors twice weekly.
- 2.21.5 Low dusting weekly.
- 2.21.6 Spot clean.

## **2.22 Washrooms / Showers / Locker Rooms Cleaning**

- 2.22.1 Use germicidal solution to clean washroom, shower and locker room areas.
- 2.22.2 Clean and disinfect toilets, urinals and wash basins.
- 2.22.3 Scrub and disinfect all surfaces of the showers and bathtubs.
- 2.22.4 Disinfect and shine all the body contact points such as faucets, door plates, flush valves, etc.
- 2.22.5 Clean and disinfect the sinks and countertops.
- 2.22.6 Clean the drain covers weekly.
- 2.22.7 Dust mop and wash the floors.
- 2.22.8 Clean the mirrors.
- 2.22.9 Clean and disinfect the toilet partitions weekly.
- 2.22.10 Spot clean.
- 2.22.11 Empty the refuse receptacles and the sani-cans.
- 2.22.12 Replenish the supplies as required.

## **2.23 Lunchrooms / Kitchenettes / Laundry Rooms Cleaning**

- 2.23.1 Clean and disinfect the counters, sinks and faucets.
- 2.23.2 Wipe and clean the tables.
- 2.23.3 Dust and damp mop the floors.
- 2.23.4 Empty the refuse and compost containers.
- 2.23.5 Spot clean.
- 2.23.6 Low dusting weekly.

## **2.24 Conference Rooms Cleaning**

- 2.24.1 Vacuum the carpeted flooring.
- 2.24.2 Dust and damp mop the hard floors.
- 2.24.3 Wipe and clean the tables.
- 2.24.4 Spot clean.
- 2.24.5 Empty the refuse containers.
- 2.24.6 Low dusting weekly.

## 2.25 Lounges / Internet Café Cleaning

- 2.25.1 Dust and damp mop the hard floors.
- 2.25.2 Vacuum the carpeted flooring.
- 2.25.3 Vacuum upholstered furniture as required.
- 2.25.4 Clean the glass surfaces.
- 2.25.5 Empty the refuse containers.
- 2.25.6 Low dusting weekly.
- 2.25.7 Spot clean.
- 2.25.8 Wipe and clean tables.

## 2.26 Coatrooms Cleaning

- 2.26.1 Dust and damp mop the floors.
- 2.26.2 Low dusting weekly.
- 2.26.3 Spot clean.

## 2.27 Elevators Cleaning

- 2.27.1 Dust and damp mop the floors.
- 2.27.2 Spot clean.
- 2.27.3 Polish the doors on the inside and out weekly.
- 2.27.4 Vacuum and clean the elevator's door grooves / tracks weekly.

## 2.28 Offices Cleaning

- 2.28.1 Vacuum the carpeted flooring weekly.
- 2.28.2 Dust and damp mop the hard floors weekly.
- 2.28.3 Spot clean.
- 2.28.4 Low dusting weekly.

## 3.0 Quality Control

- 3.1 In order to ensure satisfactory cleaning standards are implemented and maintained on a regular basis, random building inspections will be conducted and a written evaluation generated.
- 3.2 A minimum of a building per month will be inspected by Janitorial Administrator or other assigned personnel using the form found in Annex D Janitorial Inspection Report.
- 3.3 Random follow-up inspections will be conducted by Janitorial Administrator or other assigned personnel for quality assurance purposes.
- 3.4 The completed inspection report will be reviewed and signed by the Contractor's representative. A copy of the inspection report will be kept on file by the Janitorial Administrator.

- 3.5 The scoring system for the inspection report will be evaluated using the following thresholds:
- 3.5.1 A score of 138 or above is considered satisfactory.
  - 3.5.2 Scores under 138 will require an action plan from the Contractor to bring back and maintain a satisfactory or above cleaning standards.
  - 3.5.3 Follow-up inspections will be made when a building achieves less than a satisfactory score of 138 or repeats for the same deficiency. The Janitorial Administrator will recommend to the Contracting Authority to terminate the Contract if the Contractor gets three (3) unsatisfactory reports within a year for the same building.

## **Annex C – Cleaning Frequency**

### **1.0 Cleaning Frequency:**

#### **1.1 Daily:**

- 1.1.1 clean entrances / lobbies / vestibules / foyers;
- 1.1.2 clean hallways / corridors;
- 1.1.3 clean washrooms / showers / locker rooms with germicidal solution;
- 1.1.4 clean lounges / lunchrooms / internet café / conference rooms;
- 1.1.5 clean accommodation rooms (Juno Tower and Russell House);
- 1.1.6 clean laundry rooms;
- 1.1.7 clean coat rooms;
- 1.1.8 clean elevators' floors three (3) times weekly;
- 1.1.9 spot clean elevator walls and doors inside and out;
- 1.1.10 clean stairwells three (3) times weekly;
- 1.1.11 empty refuse containers; if installed, empty hallway sorting stations as per Annex A MARLANT Solid Waste Management, remove from building and place in appropriate exterior receptacles; and
- 1.1.12 clean and sanitize the drinking fountains.

#### **1.2 Weekly:**

- 1.2.1 low dusting;
- 1.2.2 hallways / lobbies to be buffed at least weekly and more often in high traffic areas;
- 1.2.3 clean offices;
- 1.2.4 exchange bed linens of the accommodation rooms (Juno Tower and Russell House);
- 1.2.5 clean the accommodations' washrooms (Tribute Tower only);
- 1.2.6 clean and sanitize a maximum of 10 vacated rooms per week in the Tribute Tower (includes washrooms);

- 1.2.7 clean interior and exterior glass surfaces;
  - 1.2.8 polish elevator's doors;
  - 1.2.9 vacuum and clean elevator's door grooves / tracks;
  - 1.2.10 vacuum stairwell corners and edges, wipe and polish handrails;
  - 1.2.11 wipe toilet partitions;
  - 1.2.12 vacuum upholstered furniture and as required;
  - 1.2.13 clean garbage rooms;
  - 1.2.14 dust exposed areas of bookcases including book ends;
  - 1.2.15 clean and polish hardware and ornamental metal (e.g. door handles, kick plates, etc.).
- 1.3 **Monthly:**
- 1.3.1 high dusting (up to 10 feet);
  - 1.3.2 wash refuse containers and as required.
- 1.4 **6 Monthly:**
- 1.4.1 clean exterior signs and light fixtures;
  - 1.4.2 wash door grills;
  - 1.4.3 dust office walls.
- 1.5 **Yearly:**
- 1.5.1 wash walls.
- 1.6 **As Determined by Janitorial Administrator:**
- 1.6.1 strip and refinish floors; and
  - 1.6.2 steam clean carpets.
- 1.7 **As Required:**
- 1.7.1 snow and ice clearing;
  - 1.7.2 minor incident cleaning;
  - 1.7.3 additional cleaning of entrances, lobbies and stairwells due to inclement weather; and

1.7.4 replenish supplies.

**1.8 Laundry (S105):**

1.8.1 see Section 01 11 00 General Instructions.

<b>Janitorial Inspection Report</b>		
Date of Inspection: _____	Building: _____	
Contractor's Rep: _____	Signature: _____	
Contract Inspector: _____	Signature: _____	
<p>Each item are evaluated on a score of 1 - 5.</p> <p>5 - Excellent    4 - Above Average    3 - Average    2 - Below Average    1 - Unacceptable</p> <p>A score of 138 and over is considered satisfactory.</p>		
<b>Lobbies / Entrances / Vestibules / Foyers</b>	<b>Score</b>	<b>Comments</b>
Floors / mats		
Hand and finger prints on glass		
Spot cleaning		
<b>Corridors / Hallways</b>	<b>Score</b>	<b>Comments</b>
Floors		
Low and high dusting		
Refuse containers empty and clean		
Spot cleaning		
<b>Office Areas</b>	<b>Score</b>	<b>Comments</b>
Floors		
Low and high dusting		
Spot cleaning		
<b>Washrooms</b>	<b>Score</b>	<b>Comments</b>
Floors		
Mirrors, countertops, sinks and chrome		
Toilet bowls & urinals (inside and out)		
Spot cleaning		
Stall partitions		
Supplies replenished (soap, toilet paper, etc.)		
Refuse containers empty and clean		

<b>Showers / Locker Rooms</b>	<b>Score</b>	<b>Comments</b>
Shower area		
Drains		
Floors		
Spot cleaning		
Low and high dusting		
Refuse containers empty and clean		
<b>Stairwells</b>	<b>Score</b>	<b>Comments</b>
Floors		
Landings, steps and handrails		
Spot cleaning		
<b>Laundry Rooms / Kitchenettes</b>	<b>Score</b>	<b>Comments</b>
Floors		
Low and high dusting		
Spot cleaning		
Counters, sinks and faucets		
Refuse containers empty and clean		
<b>Elevators</b>	<b>Score</b>	<b>Comments</b>
Floors		
Elevator's door grooves / tracks		
Spot cleaning		
<b>Conference Rooms / Classrooms</b>	<b>Score</b>	<b>Comments</b>
Floors		
Low and high dusting		
Desks / tables		
Spot cleaning		
<b>Lounges / Lunchrooms</b>	<b>Score</b>	<b>Comments</b>
Floors		
Low and high dusting		
Tables / furniture		
Spot cleaning		

<b>General</b>	<b>Score</b>	<b>Comments</b>
Water fountains		
Ornamental metals		
Custodial closet		
Entrance snow clearing		
<b>Total Score</b>		

## Annex E – Sample Invoice

Sample 1 – Invoice for Normal Contract Work

# Spiffy-Clean Ltd.

123 Anystreet  
Halifax, NS B9B 9B9  
Ph: (902) 454-XXXX  
Fax: (902) 454-YYYY

**Note:**

Invoice style may vary and other details may be added as needed, but information shown herein is mandatory.

**Customer(Bill to):**

Accounts Payable  
Real Properties Operations Section - Halifax  
Maritime Forces Atlantic  
PO Box 99000 Stn Forces  
Willow Park #7  
Halifax, NS B3K 5X5

For Janitorial Services performed under Contract No. **5257 Mess, Dining and Accommodations Complexes** during the Month of \_\_\_\_\_ 2016.

Building No. and Name	Basic Monthly Bldg Charge
S105 Juno Tower	\$10,000.00
S117 Tribute Tower	\$10,000.00
S85 Russell House	\$1,000.00
Total Basic Monthly Charges	\$21,000.00
HST	\$3,150.00
Total Invoice Amount	<b>\$24,150.00</b>

## Annex E – Sample Invoice

### Sample 2 – Invoice for Publicly - Funded Functions

# Spiffy-Clean Ltd.

123 Anystreet  
Halifax, NS B9B 9B9  
Ph: (902) 454-XXXX  
Fax: (902) 454-YYYY

**Note:**

Invoice style may vary and other details may be added as needed, but information shown herein is mandatory.

Customer(Bill to):

Accounts Payable  
Real Properties Operations Section - Halifax  
Maritime Forces Atlantic  
PO Box 99000 Stn Forces  
Willow Park #7  
Halifax, NS B3K 5X5

For clean-up related to the Publicly-Funded function (s) for the month of 2016 listed below, performed as a DND 626 "Task Authorization" on Contract No. 5257 Mess, Dining and Accommodations Complexes.

Date of Function	Details of Services Provided	Charges
8-Sep-2016	Official reception for MGen Bloggin, Wardroom Attendance: 80 persons & \$2.00ea	\$160.00
16-Sep-2016	Official Retirement function of Mr E. Smith, C&PO's Attendance: 50 persons & \$2.00ea	\$100.00
21-Sep-2016	Depart with Dignity Function Sgt A.B. Sample, Wardroom Attendance: 25 persons & \$2.00ea	\$50.00
	Total Charges	\$310.00
	HST	\$43.40
	<b>Total Invoice Amount</b>	<b>\$353.40</b>

## Annex E – Sample Invoice

### Sample 3 – Invoice for Non-Publicly-Funded (NPF) Functions

# Spiffy-Clean Ltd.

123 Anystreet  
Halifax, NS B9B 9B9  
Ph: (902) 454-XXXX  
Fax: (902) 454-YYYY

**Note:**

Invoice style may vary and other details may be added as needed, but information shown herein is mandatory.

Customer(Bill to):

The Entity (e.g. C&PO's Mess, Wardroom, etc.)  
c/o Facility Coordinator S105  
Maritime Forces Atlantic  
PO Box 99000 Stn Forces  
Halifax, NS B3K 5X5

For janitorial services performed as described below:

Date of Function	Details of Services Provided	Charges
24-Sep-2016	Jones wedding and reception held at C&PO's Mess Attendance: 200 persons & \$2.00ea	\$400.00
	Total Charges	\$400.00
	HST	\$56.00
	<b>Total Invoice Amount</b>	<b>\$456.00</b>

## **Annex F – Housekeeping Supervisor Work Description**

**Title:** Housekeeping Supervisor

**Mission:** To deliver housekeeping and laundry services, ensuring guest satisfaction.

**Liaises with:** Facility Coordinator

### **Miscellaneous Requirements:**

- Supervisor must have extensive knowledge of appropriate cleaning requirements, standards, material and equipment.
- Supervisor must have knowledge of safety procedures and policies, organizational and interpersonal skills and a general knowledge of WHMIS.

### **Primary Function:**

- The supervisor will oversee the performance of the building's housekeeping staff and will be the primary liaison person with the Accommodation Manager.
- This supervisor may be assigned cleaning duties combined with supervisory duties. The Housekeeping Supervisor must be given the flexibility required to ensure subordinates accomplish assigned duties within the time allowed / expected.
- The Housekeeping Supervisor will be responsible for the co-ordination and overall standard of cleanliness for the entire complex.

### **Responsibilities:**

- Liaise with front desk staff on a daily basis with regards to departure and check-in list.
- Routinely carry out random room inspections on cleaning staff to ensure high standards of cleanliness are met.
- Complete inspection report and pass to Accommodation Manager for action and filing.
- Report any room damage or missing items / shortages to Accommodation Manager on a daily basis.
- Ensure all soiled linen is prepared for pick-up by laundry staff on a daily basis.
- Ensure all housekeeping stations are clean and well stocked.
- Provide hospitable guest recognition and courteous, efficient and accurate guest services through actions, responses, decisions and communication that exceeds the anticipated and expressed expectations of all guests.

- Conduct daily quality assurance inspections with special emphasis on hygiene and cleanliness of public areas and guestrooms.
- Coordinate and follow up on relative instructions to room attendants and laundry personnel.
- Report all lost and found items to front desk, ensuring guest satisfaction to lost and found requests.
- Ensure the daily accuracy of time sheets and the time log.
- Manage staffing levels, preparing work schedules in accordance with guest arrival / departure levels and accurately anticipating service needs.
- Conduct morning and afternoon information briefs with cleaning staff in order to advise them of the day's activities and workload and to obtain feedback from the staff.
- Maintain excellent 2-way communications with accommodation's staff; follow up with management, staff and other supervisors.
- Make every effort to address and rectify Client complaints.
- Be fully conversant and compliant at all times with all safety regulations referenced in this document, and to report on all incidents, accidents, near misses and safety hazards.
- Effectively respond to all reasonable additional assignments as determined by the Facility Coordinator or any member of the Management team.
- Assist in maintaining all Facility property by reporting all maintenance requirements observed daily during shift.
- Develop and maintain up-to-date knowledge of floor stripping and waxing, buffing, window cleaning, carpet shampooing and upholstery cleaning and other related duties as assigned.
- Develop and maintain knowledge of the proper usage of all cleaning supplies as outlined in the WHMIS legislation and to maintain supplies and equipment with care ensuring minimum wastage, correct usage and storage, and optimum cleanliness of equipment.
- Ensure environmental procedures for waste disposal / recycling are adhered to in accordance with Base environmental policy.
- Coordinate with Contractor head office for proper billing of functions.
- Report deficiencies and guest complaints to Accommodation desk.

## Annex G – Housekeeper Work Description

**Title:** Housekeeper

**Mission:** To maximize guest satisfaction while performing assigned cleaning tasks to maintain guestrooms, public areas and back of house areas ensuring the cleanliness of these areas meet the established standards of the C&PO's and Wardroom Complex and the Junior Ranks Complex.

**Responsible to:** Housekeeping Supervisor

### **Responsibilities:**

- Provide guest service IAW the Contract specifications.
- Carry out daily cleaning duties as detailed on the worksheet for the scheduled shift.
- Develop and maintain up-to-date knowledge of floor stripping and waxing, buffing, window cleaning, carpet shampooing, upholstery cleaning and other related duties as assigned.
- Report any room damage or missing items / shortages to Accommodation Manager on a daily basis.
- Develop and maintain knowledge of the proper usage of all cleaning supplies as outlined in the WHMIS legislation and to maintain supplies and equipment with care ensuring minimum wastage, correct usage and storage, and optimum cleanliness of equipment.
- Develop and maintain an excellent working relationship with the Jr Ranks, C&PO's and Officer's Accommodation Manager, Accommodation staff and DND personnel.
- Ensure efficient lost and found service by identifying, recording, reporting and delivering all found items to the housekeeping office or accommodation office.
- Assist in maintaining all DND property by reporting all maintenance needs observed during shift to Supervisors.
- Be cross-trained in all areas of the Housekeeping Department and be available to work flexible shifts including evenings or weekends as required.
- Develop confidence through an increasing ability to make appropriate decisions to gain the loyalty of satisfied and dissatisfied guests.
- Exceed the anticipated and expressed expectations of all guests.
- Develop and maintain a thorough knowledge of all service facilities and features of the Junior Rank Complex and the C&PO's and Wardroom Complex.
- Be fully conversant and compliant at all times with all safety regulations referenced in this document, and to report on all incidents, accidents, near misses and safety hazards.

- Respond to all reasonable additional assignments determined by the Accommodation Manager, Housekeeping Supervisor or the Facility Coordinator.
- Report deficiencies and guest complaints to Accommodation desk.

Annex C  
Annexe C



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat W6837-17-5257
Security Classification / Classification de sécurité UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

**PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE**

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine **NATIONAL DEFENCE** 2. Branch or Directorate / Direction générale ou Direction **RPOS(H)/ Contracts**

3. a) Subcontract Number / Numéro du contrat de sous-traitance 3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail  
**JANITORIAL SERVICES -MESSING, DINING AND ACCOMMODATIONS COMPLEXES- CFB Halifax/Stadacona**

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?  No / Non  Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?  No / Non  Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)  No / Non  Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.  No / Non  Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?  No / Non  Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada  NATO / OTAN  Foreign / Étranger

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>

7. c) Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



Contract Number / Numéro du contrat W6837-17-5257
Security Classification / Classification de sécurité UNCLASSIFIED

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:  
Commentaires spéciaux : Escort will be provided as required for access control

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui

If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No / Non  Yes / Oui

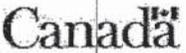
**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No / Non  Yes / Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui





Contract Number / Numéro du contrat W6837-17-5257
Security Classification / Classification de sécurité UNCLASSIFIED

**PART C - (continued) / PARTIE C - (suite)**

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? / La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification". / Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? / La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments). / Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat W6837-17-5257
Security Classification / Classification de sécurité UNCLASSIFIED

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) WO S. ALBERTS	Title - Titre RPOS(H) CONTRACTS 2 I/C	Signature <i>Scott Alberts</i>
Telephone No. - N° de téléphone 902-722-4906	Facsimile No. - N° de télécopieur 902-722-1847	E-mail address - Adresse courriel scott.alberts3@forces.gc.ca
		Date 25/05/16

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre DGDS DPM SEC NDHQ OTTAWA	Signature
Telephone No. - N° de téléphone (613) 996-0274	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel SRCL-LVERS@forces.gc.ca
		Date

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?  No / Non  Yes / Oui  
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

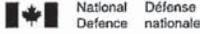
16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) John Stavert Linda Richard	Title - Titre Supply Office PWGSC - Supply Team Leader Halifax, NS	Signature <i>L. Richard</i>
Telephone No. - N° de téléphone 902-496-5507 5261	Facsimile No. - N° de télécopieur 902-496-5016	E-mail address - Adresse courriel john.stavert@pwgsc-tpsgc.ca
		Date July 20/16

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

Annex E  
Annexe E



**TASK AUTHORIZATION  
AUTORISATION DES TÂCHES**

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat
		Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	<p><b>TO THE CONTRACTOR</b></p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p><b>À L'ENTREPRENEUR</b></p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
Delivery location – Expédiez à		
Delivery/Completion date – Date de livraison/d'achèvement	<p>_____</p> <p>Date <span style="float: right;">for the Department of National Defence pour le ministère de la Défense nationale</span></p>	
Contract item no. N° d'article du contrat	Services	Cost Prix
		<b>GST/HST TPS/TVH</b>
		<b>Total</b>
<p><b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p><b>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC :</b> La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>		
<p>_____</p> <p>for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux</p>		

**Instructions for completing  
DND 626 - Task Authorization**

**Contract no.**

Enter the PWGSC contract number in full.

**Task no.**

Enter the sequential Task number.

**Amendment no.**

Enter the amendment number when the original Task is amended to change the scope or the value.

**Increase/Decrease**

Enter the increase or decrease total dollar amount including taxes.

**Previous value**

Enter the previous total dollar amount including taxes.

**To**

Name of the contractor.

**Delivery location**

Location where the work will be completed, if other than the contractor's location.

**Delivery/Completion date**

Completion date for the task.

**for the Department of National Defence**

Signature of the DND person who has delegated Authority for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

**Services**

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

**Cost**

The cost of the Task broken out into the individual costed items in **Services**.

**GST/HST**

The GST/HST cost as appropriate.

**Total**

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

**Applicable only to PWGSC contracts**

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

**Note:**

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

**Instructions pour compléter le formulaire  
DND 626 - Autorisation des tâches**

**N° du contrat**

Inscrivez le numéro du contrat de TPSGC en entier.

**N° de la tâche**

Inscrivez le numéro de tâche séquentiel.

**N° de la modification**

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

**Augmentation/Réduction**

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

**Valeur précédente**

Inscrivez le montant total précédent, y compris les taxes.

**À**

Nom de l'entrepreneur.

**Expédiez à**

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

**Date de livraison/d'achèvement**

Date d'achèvement de la tâche.

**pour le ministère de la Défense nationale**

Signature du représentant du MDN auquel on a délégué le pouvoir d'approbation en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

**Services**

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celles/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

**Prix**

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

**TPS/TVH**

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

**Total**

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

**Ne s'applique qu'aux contrats de TPSGC**

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débuter les travaux.

**Nota :**

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.